

INDEX TO REPORTS

Bureau of Highways; Construction Division

| Serial No. | Date of report | TITLE OF RECORDS | Date of record |
|------------|----------------|---|-------------------|
| 90 | 12/18/39 | (Index to alleys paved by contractors) | 1916 |
| 91 | 12/19/39 | (Footway assessment sheets- Dau Labor) | 1921-1938--. |
| 92 | 12/19/39 | (Footway Assessments sheets contracts) | 1921-1931 1938 |
| 93 | 12/19/39 | (Assessments; street paving by contract) | 1922--. |
| 94 | 12/19/39 | (Index to footways paved by contractors) | 1926--. |
| 95 | 12/19/39 | (Tentative lists of streets) | 1926--. |
| 96 | 12/21/39 | (General record of paving by contract) | 1932--. |
| 97 | 12/21/39 | (Ordinance of Estimates) | 1928--. |
| 98 | 12/21/39 | Annual Report (Dep't. Public Works) | 1938--. |
| 99 | 12/22/39 | Jumbo letter files | 1912--. |
| 100 | 12/22/39 | (Engineer Field Book) | 1912--. |
| 101 | 12/26/39 | Preliminary and final plans of street construction under contract | 1932--. |
| 102 | 12/26/39 | (Grading sheet and final sketches) | 1931--. |
| 103 | 12/26/39 | Approximate estimate of paving costs | 1931--. |
| 104 | 12/27/39 | (Maps and tracings of streets) | 1938--. |
| 105 | 12/27/39 | WPA forms; contracts; truck data file | 1939 |
| 106 | 12/26/39 | 3rd index to plans and surveys of improved streets | ? |
| 107 | 1/2/40 | Sketches and Agreements | 1922--. |
| 108 | 1/2/40 | (Ordinance 739 of various city streets) | 1912--. |
| 109 | 1/3/40 | (Contracts and WPA data) | 1936--. |
| 110 | - - | (See Index to Maintenance Division) | |
| 111 | 14/40 | (Truck Reports) | 1938--. |

INDEX TO REPORTS

Bureau of Highways; Maintenance Division

| Serial Number | Date of report | TITLE OF RECORD | Date of record |
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| 110 | 1/3/40 | Correspondence and Information | 1936--. |
| 112 | 1/4/40 | (Maintenance Division Correspondence | 1938--. |
| 113 | 1/4/40 | Oiling Roads, Semi-Macadam Roads | 1935--. |
| 114 | 1/5/40 | Book case of various books of city code and materials | 1906--. |
| 115 | 1/5/40 | Sponsors' Project File | 1936--. |
| 116- | 1/5/40 | (WPA starting and completion file) | 1936--. |
| 117 | 1/8/40 | (Unimproved Street File) | 1937--. |
| 118 | 1/8/40 | Kardex File containing 4400 names of Roads, Streets, Avenues and Alleys | 1882--. |
| 119 | 1/8/40 | (General Map of Baltimore City) | 1888--. |
| 120 | 1/8/40 | Dep't. of Public Works Daily Reports | 1936--. |
| 121 | 1/9/40 | (Streets in Progress) | 1938--. |
| 122 | 1/9/40 | WPA Starting Notices | 1935--. |
| 123 | 1/10/40 | (Character of Paving Driveways & Tracks) | 1913--. |
| 124 | 1/10/40 | (Requisitions for Materials; Sewer Water Bills) | 1938--. |
| 125 | 1/10/40 | (Spansor's Projects Various Numbers) | 1937--. |
| 126 | 1/10/40 | (City Contracts and Cost) | 1936--. |
| 127 | 1/11/40 | (Contracts for Asphalt for Macadam Roads) | 1937--. |
| 128 | 1/11/40 | (Compensation Cases) | 1924-1929 incl. |
| 129 | 1/11/40 | (Compensation Cases) | 1929-1932 incl. |
| 130 | 1/12/40 | Time Sheets | 1939--. |
| 131 | 1/12/40 | Daily Reports | 1938--. |
| 132 | 1/12/40 | (Chief Engineer's Records) | 1939--. |
| 133 | 1/15/40 | Locations for Districts | 1939--. |
| 134 | 1/15/40 | (Truck Hire) | 1938--. |
| 135 | 1/16/40 | (Weekly Report) | 1938--. |

INDEX TO RECORDS(Continued)

Buresu of Highways; Maintenance Division

| Serial No. | Date of report | TITLE OF RECORDS | Date of record |
|------------|----------------|---|----------------|
| 136 | 1/16/40 | (Time Reports) | 1939--- |
| 137 | 1/16/40 | Specifications,Proposals,Contracts and Bond | 1939--- |
| 138 | 1/16/40 | (Sheet AsphaltRepairs) | 1939--- |
| 139 | 1/17/40 | (Laboratory Reports; Asphalt) | 1939--- |
| 140 | 1/17/40 | (Blue Prints and Cuts Made) | 1939--- |
| 141 | 1/17/40 | (Work Order Index) | 1940--- |
| 142 | 1/17/40 | Street Improvements | 1938--- |
| 143 | 1/18/40 | (Work Orders) | 1937--- |
| 144 | 1/18/40 | (Work Orders) | 1933-1940 |
| 145 | 1/18/40 | (Footway Orders) | 1938--- |
| 146 | 1/19/40 | (Utility Corporation Skecthes for Repairs of Streets) | 1939--- |
| 147 | 1/19/40 | (Macadam Paving) | 1939--- |
| 148 | 1/19/40 | (Miscellaneous Materials for Paving) | 1939 |
| 149 | 1/22/40 | (Requisitions for Paving Materials) | 1939--- |
| 150 | 1/22/40 | No office Record | |
| 151 | 1/22/40 | Bills from Utility Corporations for Paving Materials | 1934--- |
| 152 | 1/23/40 | (Accident Cases) | 1933--- |
| 153 | 1/23/40 | (Footways Repairs) | 1936--- |
| 154 | 1/23/40 | Estimates | 1930--- |
| 155 | 1/24/40 | (Material Order) | 1939--- |
| 156 | 1/24/40 | (Record of Various Kinds of Paving Materials) | 1935--- |

Bureau Of Highways
Construction Division, Municipal Building.

| REPORT No. | Title | DATE OF RECORD |
|------------|---|----------------------|
| 3-11-40 | 1 (Inspectors Daily Report) | 1938--- |
| 3-11-40 | 2 "Release" (Streets Released | 1935--- |
| " | For Paving) | " |
| 3-11-40 | 3.A. (Requisitions) | 1935--- |
| 11-16-39 | 3.B. Weekly Reports of Work | 1937--- |
| " | Completed) | " |
| 3-27-40 | 4 "Streets Paved Under Contract" | 1936--- |
| 3-12-40 | 5 (Inspectors Reports On | 1937--- |
| " | W. P. A. Projects) | " |
| 3-27-40 | 6 (W.P.A. Inventory Reports Semi-monthly Record of Transfers) | 1938--- |
| 11-16-39 | 7 (Record Of Contracts | 1931--- |
| " | Awarded) | " |
| 3-18-40 | 8 (Atlas Of Baltimore County, | 1915 (date published |
| " | Md.) | " |
| 1-2-40 | 9 (Ordinance 739 of Various | 1912--- |
| " | City Streets) | " |
| 11-24-39 | 10.A. (General Miscellaneous) | 1729--- |
| " | (Sources Of Revenue) | 1932--- |
| 11-27-39 | 10.B. (Paving Between Car | 1938--- |
| " | Tracks) | " |
| 11-22-39 | 10-C. (Economic Age Of Pavements) | 1934 |
| 11-24-39 | 10.D. (Ordinances Changing Street Names) | 1928-1932 |

Bureau Of Highways

Construction Division, Municipal Building

| REPORT No. | Title | DATE OF RECORD |
|----------------|---|----------------|
| 11-29-39 10.E. | (Streets Paved By State Roads Commission) | 1931 |
| " " | " | " |
| 11-22-39 10.F. | (Paving Assessments Report) | 1930. |
| 11-24-39 10.G. | (Opinion on a Proposed Paving Ordinance) | 1930 |
| " " | " | " |
| 11-28-39 10.H. | (Ordinance No. 739) | 1928 |
| 11-22-39 10.I. | (Paving Agreements) | 1925-- |
| 11-20-39 10.J. | (Special Paving Assessments) | 1924 |
| 11-22-39 10.K. | (An Audit of State Roads Commission) | 1929 |
| " " | " | " |
| 11-21-39 10.L. | (Bituminous Payments) | 1919 |
| 11-28-39 10.M. | (Agreement With United Railways) | 1917 |
| " " | " | " |
| 11-21-39 10.N. | (Special Paving Tax) | 1916 |
| 11-28-39 10.O. | (Grant To United Railways & Electric Co.) | 1900 |
| " " | " | " |
| 11-27-39 10.P. | (Grant To Baltimore Traction Company) | 1892 |
| " " | " | " |
| 11-27-39 10.Q. | (Permission To Lay Tracks) | 1876 |
| 11-20-39 10.R. | (Amend. Paving Commission Act) | " |
| 3-18-40 11 | (Blue Print Drawings of Park Roads, System and Special work in various parts of Baltimore City) | 1935-- |
| " " | " | " |
| " " | " | " |

Bureau Of Highways

Construction Division, Municipal Building

| REPORT NO. | Title | DATE OF RECORD |
|---------------|--|------------------------|
| 3-18-40 12 | (W. P. A. Weekly Program Reports) | 1935--. |
| 3-18-40 13 | (Street Releases) | 1926--. |
| 1-2-40 14 | (Sketches and Agreements) | 1922--. |
| 3-16-40 15.A. | (W. P. A. Miscellaneous and Airport Reports) | 1937--. |
| " " | " | " |
| 3-16-40 15.B. | (Streets Paved By W. P. A.) | 1938--. |
| 3-16-40 15.C. | (W. P. A. Parks Progress) | 1939--. |
| 12-4-39 16 | (Requisitions For Workers) | 1937--. |
| 12-1-39 17 | (Requisitions For Purchases) | 1935--. |
| 12-5-39 18 | (Maps Of Baltimore City, Fort Smallwood, Mt. Pleasant) | 1935--. |
| 12-5-39 " | " | " |
| 12-7-39 19 | (Map Of Baltimore City) | 1927-1930 Inclusive |
| 12-7-39 20 | (Index Cards For Alleys Paved) | 1916--. |
| " " | " | " |
| 12-8-39 21 | (Index For Correspondence) | 1920-1928 Inclusive |
| 3-12-40 22 | (Extra Work Orders, Street and Alley Contracts) | 1921 |
| " " | " | " |
| 3-13-40 23 | (Index To Street & Alleys) | 1921--. |
| 12-11-39 24 | (Correspondence And Copies For Alleys and Streets Paving) | 1929--. |
| " " | " | " |
| 3-12-40 25 | (W. P. A. Construction Work Orders) | 1935--. |
| " " | " | " |

Bureau Of Highways
 Construction Division, Municipal Building.

| REPORT NO. | Title | DATE OF RECORD |
|-------------|---|---------------------|
| 2-13-40 26 | (Petition for Improvement of Streets) | 1927-- |
| " " | " | " |
| 12-13-39 27 | (Approximate Estimate of Paving Cost) | 1933-- |
| " " | " | " |
| 12-13-39 28 | (Streets under Construction, W. P. A. Forces) | 1935 |
| " " | " | " |
| 2-13-40 29 | (Record of Footway Inspectors Field Books) | 1931 |
| " " | " | " |
| 12-14-39 30 | (Index to Contracts for Street Construction) | 1924-- |
| " " | " | " |
| 12-14-39 31 | (Index for Work Done on W. P. A. Projects) | 1935 |
| " " | " | " |
| 12-14-39 32 | (Daily Reports of W. P. A. Projects) | 1935 |
| " " | " | " |
| 12-18-39 33 | (Index to Alleys Paved By Contractors) | 1916 |
| " " | " | " |
| 12-19-34 34 | (Footway Assessments Sheets, Day Labor) | 1921-- |
| " " | " | " |
| 12-19-39 35 | (Footway Assessments Sheets, Contracts) | 1929-1931 inclusive |
| " " | " | " |
| 12-19-39 36 | (Assessments, Street Paving By Contract) | 1922-- |
| " " | " | " |

Bureau Of Highways
Construction Division, Municipal Building.

| REPORT No. | Title | DATE OF RECORD |
|------------|-----------------------------------|----------------|
| 12-19-39 | 37 (Index To Footways Paved | 1926--. |
| " | " By Contractors) | " |
| 12-20-39 | 38 (Tentative List of Streets) | 1926--. |
| 12-21-39 | 39 (General Record of paving | 1932--. |
| " | " By Contract) | " |
| 12-21-39 | 40 (Ordinances of Estimates) | 1938--. |
| 12-22-39 | 41 "Contracts" (Paving Contracts) | 1912--. |
| 12-22-39 | 42 (Engineer Field Book) | 1912--. |
| 12-26-39 | 43 (Preliminary and Final | 1932--. |
| " | " Plans of Street Construction | " |
| " | " Under Contract) | " |
| 12-26-39 | 44 (Grading Sheet and Final | 1931--. |
| " | " Sketches) | " |
| 12-26-39 | 45 (Approx. Estimate of | 1931 |
| " | " Paving Cost) | " |
| 12-27-39 | 46 (Maps and Tracings | 1938. |
| " | " of Streets) | " |
| 12-27-39 | 47 (W.P.A. Forms, Contracts, | 1939 |
| " | " Truck, Data, File) | " |
| 12-26-39 | 48 (Card Index To Plans | 1912--. |
| " | " and Surveys of Improved | " |
| " | " Streets) | " |
| 3/14/40 | 49 Correspondence | 1935-- |

WALL (Worker's full name) 3/11/40 (Date) 1 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 305
(Name of building, room number, street address)

1. Title (INSPECTORS DAILY REPORT)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1938--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 63 BINDERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED # 1, 2, 3, 4, 5
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF INSPECTORS DAILY REPORTS OF WORK DONE UNDER CONTRACT;
(Purpose and general nature of record. Principal items of information

REPORT HEADED DEPARTMENT OF PUBLIC WORKS, BUREAU OF HIGHWAYS, SHOWING
shown. Summary of forms used in making record, their headings, etc. If a very

REPORT NUMBER, CONTRACT NUMBER, NAMES AND LOCATION OF STREETS (WHERE
general or miscellaneous record, detailed information as to type of records

WORK IS DONE); NUMBER OF MEN, LOCATION OF WORK, AND DATE; NAMES OF
contained and dates covered by each should be given. Unless contents of these

INSPECTOR; NUMBER OF FOREMEN, NUMBER OF LABORERS; NUMBER OF CEMENT

WORKERS; NUMBER OF TRUCKS; NUMBER OF CONCRETE MIXERS; TOTAL MAN
records are described by other forms 12-13HR, such forms should be filled out

HOURS; NUMBER OF SQ. YDS. CONCRETE TO COMPLETE WORK, ALSO GIVES
and attached)

6. Contents--continued NUMBER OF SQ. YDS, COMPLETED, STARTING TIME ON JOB, SIZE OF EXPANSION JOINT; AMOUNT AND KIND OF MATERIALS USED IN JOB, TIME WORK STOPPED ON JOB, WEATHER CONDITIONS.
-
7. Arrangement NUMERICALLY BY REPORT NUMBER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing HANDWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF BINDER: 9 1/2" X 7" X 1"; SIZE OF FORM: 9" X 6" (APPROX 100 REPORTS TO BINDER)
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities 63 BINDERS IN OUTER OFFICE ROOM 305
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORD GOOD PRIOR RECORD IN VAULT 3RD FLOOR.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

T.W.-H.A.T.-J.B.-A.P.W.
(Worker's full name)

11/13/39
(Date)

1
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

RIR

VOLUMES AND UNBOUND RECORDS FORM

~~BALTIMORE CITY~~ BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-305-MUNICIPAL-BUILDING (3rd FLOOR)
(Name of building, room number, street address)

1. Title (INSPECTORS' DAILY REPORT.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1938- - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 63 BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED #1, 2, 3, 4, 5
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF DAILY REPORTS OF INSPECTORS FOR PAVING,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
BEING DONE UNDER CONTRACT. RECORD SHOWS DEPARTMENT
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
OF PUBLIC WORKS BUREAU OF HIGHWAYS, REPORT NUMBER, CONTRACT
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
NUMBER, NAMES OF VARIOUS STREETS BEING PAVED FROM STREET TO
STREET AND SHOWING WHERE MEN ARE WORKING, SPECIFYING
THE DAY AND DATE, INSPECTORS NAMES, NUMBER OF FOREMEN,
NUMBER OF LABORERS, CEMENT WORKERS, TRUCKS, MIXER, TOTAL
NUMBER OF HOURS WORKED, NUMBER OF SQUARE YARDS OF

→ (OVER) ←

6. Contents—continued CEMENT TO COMPLETE WORK; NAMING FINISH-
ING DATE FOR PAVING STREETS AND AMOUNT OF BAGS OF CEMENT
USED TO COMPLETE WORK. RECORD ALSO SHOWS NUMBER OF SQUARE
YARDS COMPLETED; STARTING TIME WHEN WORK BEGAN AND SIZE
OF EXPANSION JOINT; COMPLETED NAMEING MATERIAL AND

7. Arrangement NUMERICALLY BY REPORT NUMBER.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND WRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER 9 1/2" X 7" X 1" SIZE OF FORM 9" X 6" (APPROX. 100 REPORTS TO BINDER.)
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 63 BINDERS IN OUTER OFFICE ROOM
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
305 MUNICIPAL BUILDING-3rd FLOOR.

12. Other information RECORDS AND EQUIPMENT GOOD. PRIOR RECORDS
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
IN VAULT 3rd FLOOR MUNICIPAL BUILDING.
Whether record is known to have been kept earlier than dates shown in item 2)

TIME WHEN THEY STOPPED WORK, NAMEING WEATHER
CONDITIONS.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

FROM CONTINUED ITEM-6

ADDENDA #1 CONSTRUCTION DIVISION

BUREAU OF HIGHWAYS

1 BINDER LABELED #694-HOWARD-READ-DOLPHIN JULY 6-1938-JAN 11-1939

| | | | | |
|---|---|---|-----|---|
| 1 | " | " | 695 | HILTON PWAY-NORTH AVE. EDMONDSON AVE. JUNE 20, 1938. NOV. 2, 1938 |
| 1 | " | " | 696 | PORTIONS OF BROENING HIGHWAY-A POINT 500' N.W. COLGATE CREEK BRIDGE-DUNDALK AVE. MAY 2, 1938-AUG. 1, 1938 |
| 1 | " | " | 697 | BELVEDERE AVE. DENMORE AVE. PARK HEIGHTS AVE. MAY. 16, 1938-MAY 19, 1938 |
| 1 | " | " | 697 | PARK HEIGHTS AVE-GARRISON AVE. SPAULDING AVE. RWY AREA MAY. 16, 1938-MAY 17, 1938. |
| 1 | " | " | 697 | WHITE AVE. HARFORD RD. BELAIR RD. MAY 16, 1938-JULY 9, 1938 |
| 1 | " | " | 698 | HANOVER ST-HEATH ST-CROSS ST. APRIL 4, 1938-MAY 12, 1938. |
| 1 | " | " | 699 | HANOVER ST-CROSS ST-LEE ST. APRIL 4, 1938-MAY 16, 1938. |
| 1 | " | " | 700 | MADISON ST-EDISON HIGHWAY-MONUMENT ST. MARCH 8, 1938 APRIL 27, 1938. |
| 1 | " | " | 701 | LEEDS-ST ELLAMONT ST. MT. OLIVET LA. AUG. 17-1938. AUG. 24, 1938. |
| 1 | " | " | 701 | ELGIN AVE-ROBEDALE ST. LONGWOOD ST-ELGIN AVE LONGWOOD ST-POPLAR GROVE ST. JULY 15, 1938-JULY 26, 1938 |
| 1 | " | " | 701 | FORRESTER AVE. OAKLYN AVE. BIDDISON AVE. AUG 2, 1938 AUG. 11, 1938 |
| 1 | " | " | 701 | CROSSLAND AVE-KENTUCKY AVE-CHESTERFIELD AVE AUG 11, 1938-AUG. 22, 1938. |
| 1 | " | " | 701 | MANNASOTA AVE. SHELDON AVE. 275 # NORTH AUG. 5, 1938 - AUG. 13, 1938. |

ADDENDA #2 CONSTRUCTION DIVISION - BUREAU OF HIGHWAYS

| | BINDER | LABELED | | |
|---|--------|---------|-----|---|
| 1 | BINDER | LABELED | 701 | RALWORTH RD. LOCH RAVEN BLVD. TIVOLY AVE. JULY 6. 1938 - JULY 13. 1938. |
| 1 | " | " | 702 | GORSUCH AVE - GREEN MOUNT AVE - KIRK AVE. JULY 11. 1938 - SEPT 29. 1938. |
| 1 | " | " | 703 | BALTIMORE ST - LIBERTY ST - LIGHT ST - JULY 6. 1938 - AUG 4. 1938 |
| 1 | " | " | 704 | HARCOURT RD - CROSSWOOD AVE - GRENTON AVE. AUG 2. 1938 - AUG 9. 1938. |
| 1 | " | " | 704 | EXETER HALL AVE - KIRK AVE - GARRETT AVE. AUG. 18. 1938 - SEPT. 6. 1938. |
| 1 | " | " | 705 | ARION PARK RD - SOUTHERN CITY LINE - WILKENS AVE NOV. 15. 1938 - DEC. 20. 1938. |
| 1 | " | " | 705 | BENZINGER RD - SOUTHERN CITY LINE - JOH. AVE. NOV. 16. 1938 - DEC. 17. 1938. |
| 1 | " | " | 705 | PENHURST RD - WHITE OAK AVE - 115# WEST. SEPT. 13. 1938 - SEPT. 23. 1938. |
| 1 | " | " | 705 | BELLEMORE RD. EMBLA AVE. 173# WEST - SEPT 9. 1938 - SEPT. 16. 1938. |
| 1 | " | " | 705 | ELBERT ST - MORLEY ST - HILTON ST. - AUG. 31. 1938 - SEPT. 9. 1938. |
| 1 | " | " | 705 | BLACKBURN CT. - 170# N. GITTINGS AVE - NORTHERN CITY LINE SEPT. 8. 1938 - SEPT. 10. 1938. |
| 1 | " | " | 705 | BELLEMORE RD. - KENMORE RD. - 178 EAST. SEPT. 10. 1938 - SEPT. 16. 1938. |
| 1 | " | " | 706 | GORSUCH AVE - KIRK AVE - KENNEDY AVE - OCT. 1. 1938 - OCT. 19. 1938. |
| 1 | " | " | 707 | HILTON ST - DOLFIELD AVE - DORITHAN RD - MAY 6. 1939 - MAY 18. 1939. |
| 1 | " | " | 707 | EDGEWOOD RD - DOLFIELD AVE - DORITHAN RD. APRIL 13. 1939 - MAY 4. 1939. |
| 1 | " | " | 708 | BERYL AVE - LUZERNE AVE - LAKEWOOD AVE - JUNE 22. 1939 - JULY 11. 1939 - |

ADDENDA #3 CONSTRUCTION DIVISION - BUREAU OF HIGHWAYS

| | | | | |
|---|--------|---------|-----|--|
| 1 | BINDER | LABELED | 708 | QUANTICO AVE - ROLAND VIEW AVE - ALLEY WEST - 143 1/2 # JULY. 17. 1939 - JULY. 20. 1939. |
| 1 | " | " | 708 | ST. GEORGE. RD. GREENLEAF RD. - CHARLES. ST. AVE. - JUNE. 15. 1939 - JULY. 8. 1939. |
| 1 | " | " | 708 | GREENLEAF RD. - EMBLA AVE. - TAMWORTH. RD. - JUNE. 10. 1939 - JULY. 1. 1939 |
| 1 | " | " | 708 | TAMWORTH. RD. - EMBLA. AVE. - CHARLES. ST. AVE. - JUNE. 20. 1939 - JUNE. 30. 1939. |
| 1 | " | " | 709 | CROYDON RD. - BELLONA AVE. - AL. S. BELVEDERE AVE JULY. 27. 1939 - AUG. 4. 1939. |
| 1 | " | " | 709 | SHADYSIDE. RD. AL. 160 EAST. LOCH RAVEN BLVD. - 100# EAST OF TIVOLY AVE. - JUNE. 16. 1939 - JULY. 19. 1939. |
| 1 | " | " | 709 | ROUNDHILL RD. - LOCH RAVEN BLVD. - AL. 160# EAST. JULY. 11. 1939. - JULY. 21. 1939. |
| 1 | " | " | 709 | SHADYSIDE. RD. - LOCH. RAVEN BLVD. - AL. 160# EAST. JUNE. 14. 1939 - JULY. 17. 1939. |
| 1 | " | " | 709 | PRESCOTT AVE. - BELVEDERE AVE. - ALLEY SOUTH. 170# - JULY. 21. 1939 - AUG. 3. 1939. |
| 1 | " | " | 709 | LOCHWOOD. RD. 371# EAST LOCH. RAVEN BLVD. 454# EAST THERE OF. MAY. 22. 1939 - JUNE. 13. 1939. |
| 1 | " | " | 710 | GLENDALE AVE. - GLENOAK AVE. MOYER AVE. - SEPT. 14. 1939 - OCT. 9. 1939 |
| 1 | " | " | 710 | COLBORNE AVE. - END OF PAVING. 180# W OF WILDWOOD PARKWAY - MT. HOLLY ST. AUG. 10. 1939 - SEPT. 2. 1939 |
| 1 | " | " | 710 | BERNICE AVE. - BALTIMORE ST. - ELBERT. ST. - JUNE 5. 1939 - JUNE 9. 1939. |
| 1 | " | " | 711 | ELLAMONT. ST. - LOHRSLANE - BALTIMORE. ST. - SEPT 14 1939. - SEPT. 19. 1939. |

ADDENDA # CONSTRUCTION DIVISION BUREAU OF HIGHWAYS

| | | | | |
|---|--------|---------|-----|--|
| 1 | BINDER | LABELED | 711 | ABINGTON AVE-LOHRS LANE-BALTIMORE ST- SEPT 7, 1939- SEPT 14, 1939- |
| 1 | " | " | 711 | BERNICE AVE-LOHRS LANE-BALTIMORE ST- SEPT. 19. 1939- SEPT. 23. 1939. |
| 1 | " | " | 711 | LEIGHTON AVE-FAIRVIEW AVE-380 th NORTH TO END OF PRESENT PAVING-AUG, 18. 1939- SEPT. 7. 1939. |
| 1 | " | " | 711 | FAIRVIEW AVE-LEIGHTON AVE-TIOGA PARKWAY- AUG. 23. 1939- SEPT. 7. 1939. |
| 1 | " | " | 711 | NORTHWICK RD-LOCK RAVEN BLVD-775 th EAST- AUG. 4. 1939- AUG. 16. 1939. |
| 1 | " | " | 712 | ROUNDHILL RD-ALLEY EAST LOCK RAVEN BLVD-120 th EAST OF TIVOLY AVE. OCT. 24. 1939- NOV. 10. 1939. |
| 1 | " | " | 712 | VIRGINIA AVE-LAUREL AVE-250 th EAST THERE OF- OCT. 19. 1939- OCT. 23. 1939 |
| 1 | " | " | 712 | ALLENDALE ST- WOODRIDGE AVE- COLBORNE RD- AUG. 18. 1939- SEPT. 1. 1939 |
| 1 | " | " | 712 | MOUNT HOLLY ST- WOODRIDGE AVE- COLBORNE, RD. AUG. 17. 1939- SEPT. 6. 1939. |
| 1 | " | " | 712 | COLBORNE, RD- MT. HOLLY ST- ALLENDALE ST- AUG. 16. 1939- AUG. 30. 1939. |
| 1 | " | " | 713 | DORITHAN RD- EDGEWOOD, RD- HILTON, ST- OCT. 12. 1939- OCT. 18. 1939. |
| 1 | " | " | 713 | BENNINGHAUS RD- CLEAR SPRING RD- 246 th EAST- THERE OF- OCT 5, 1939- OCT. 11. 1939 |
| 1 | " | " | 153 | ALLEY. CONTRACT- JULY 11. 1938- SEPT. 2. 1938 |
| 1 | " | " | 154 | ALLEY- CONTRACT- MAY. 19. 1939- JULY. 27. 1939 |

| 1 | BINDER | LABELED | SPECIAL | ALLEY, S. FROM REDWOOD ST. - BETWEEN PACA - |
|---|--------|---------|---------|--|
| | | | | AND GREENE ST - OCT. 6, 1939 - OCT. 10, 1939. |
| 1 | " | " | " | BROADMORE AVE - PADDINGTON RD - PADDINGTON RD |
| | | | | SEPT. 30, 1939 - OCT. 27, 1939. |
| 1 | " | " | " | BELMORE RD - KENMORE RD - EMBLA AVE - |
| | | | | JULY 12, 1939 - SEPT. 16, 1939. |
| 1 | " | " | " | LOCHWOOD RD - LOCH RAVEN BLVD - ALLEY EAST |
| | | | | DEC 23, 1938 - JAN. 5, 1939. |
| 1 | " | " | " | LOCH RAVEN DRIVE - MAY 6, 1938 - MAY 30, 1938. |

WALL 3/11/40 2
 (Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 THE HISTORICAL RECORDS SURVEY: 1937
 1734 NEW YORK AVE. NW.
 Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION.
 (Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 305.
 (Name of building, room number, street address)

1. Title "RELEASES" (STREETS RELEASED FOR PAVING)
 (Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1935--
 (Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 FILE DRAWERS.
 (Number of volumes; file drawers; file boxes; bundles; other)
RELEASES, 1935-1936-1937 RELEASES 1938-1939

4. Labeling 1 DRAWER NOT LABELED CONTAINING CURRENT RECORD.
 (Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
 (If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RELEASES FROM THE VARIOUS BUREAUS OF THE DEPT. OF PUBLIC WORKS
 (Purpose and general nature of record. Principal items of information

TO THE BUREAU OF HIGHWAYS INCLUDING RELEASES FROM PUBLIC UTILITY CORP-
 shown. Summary of forms used in making record, their headings, etc. If a very

ORATION; NOTIFYING BUREAU OF HIGHWAYS THAT THE WORK OF LAYING WATER MAIN,
 general or miscellaneous record, detailed information as to type of records

GAS MAIN, ETC., HAS BEEN COMPLETED AND THE STREET IS NOW READY TO BE
 contained and dates covered by each should be given. Unless contents of those

PAVED. DATE OF RELEASE, THE NAME OF STREET, CONTRACT NUMBER AND
 records are described by other Forms 12-13HR, such forms should be filled out

SIGNATURE OF DEPT. HEAD.
 and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF RELEASE.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing TYPED ON LETTER HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size OF FILE DRAWER: 11 1/2" X 14 1/2" X 2 1/4" SIZE OF LETTER FOLDER: 9" X 12" X 1"
(Of record or container. Height, width, thickness or depth. Average number of
(24 LETTER FOLDERS) APPROX. 100 RELEASES TO EACH FOLDER.
pages or documents)

11. Location by dates and quantities 2 FILE DRAWERS IN ROOM 305 N. SIDE, AND 1 FILE
(Room, vault, wall--N.E.S.W., section, bin, shelf,
DRAWER IN CABINET N.E. CORNER ROOM 306,
cabinet, on floor)

12. Other information RECORD GOOD. PRIOR RECORD FILED IN VAULT, 3RD FLOOR.
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

A.P.W.-T.W.-HAT
(Worker's full name)

11-13-39
(Date)

2
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

11-13-39
R.R.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL BLDG ROOM 305
(Name of building, room number, street address)

1. Title (STREETS RELEASED FOR PAVING)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1935---
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 3 FILE DRAWERS CONTAINING LETTER FOLDERS
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling (IDRW. RELEASES 1935-1936-1937) (IDRW RELEASES 1938-1939)
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF RELEASES ISSUED BY VARIOUS BUREAUS OF DEPT. OF PUBLIC WORKS AND PUBLIC UTILITY CORPORATIONS TO THE BUREAU OF HIGHWAYS NOTIFYING THE BUREAU OF HIGHWAYS THAT THEY HAVE FINISHED THEIR WORK, SUCH AS LAYING WATER + GAS MAINS, CONDUITS, AND THE STREETS ARE NOW READY TO BE PAVED. RECORD SHOWS DEPT. PUBLIC WORKS, BUREAU OF VARIOUS DEPARTMENTS, DATE, FROM HIGHWAYS ENGINEER TO

6. Contents—continued VARIOUS DEPARTMENT HEADS NOTIFYING
THE RELEASE FOR PAYING THE NAME OF FOLLOWING
STREETS; ALSO SHOWS CONTRACT NO. AND SIGNATURE
OF THE DEPT. HEAD.

7. Arrangement CHRONOLOGICALLY BY DATE OF RELEASE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
title and identification number)

9. Writing TYPEWRITTEN ON LETTER HEADS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRW. 11 1/2" X 14 1/2" X 24". SIZE OF LETTER FOLDER 9" X 12" X 1"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
(24 LETTER FOLDERS) APPROX. 100 RELEASES TO EACH FOLDER.

11. Location by dates and quantities 2 FILE DRAWERS IN ROOM 305-N. SIDE + 1 FILE DRAWER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
IN CABINET N.E. COR. ROOM 306 MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD. PRIOR RECORDS FILED
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
IN VAULT 3RD FLOOR MUNICIPAL BLDG.
Whether record is known to have been kept earlier than dates shown in item 2)

NOTE:
1 FILE DRAWER NOT LABELED

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

JB-TW-APW-HAT
11/16/39

WALL (Worker's full name) 3/11/40 (Date) 3A (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 305-306.
(Name of building, room number, street address)

1. Title (REQUISITIONS)
(Give present full title in quotes; assigned title, if any, in brackets.)
If record has had other titles, list them with dates or quantities or both)

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling N to R; W.P.A. RELEASES 1938-1939.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents COPIES OF REQUISITIONS TO PURCHASE MATERIALS FOR THE DEPT. OF PUBLIC
(Purpose and general nature of record. Principal items of information

WORKS TO PROCUREMENT OFFICER OF THE U.S. TREASURY DEPT. FOR MATERIALS
shown. Summary of forms used in making record, their headings, etc. If a very

TO BE USED ON W.P.A. CONTRACTS; GIVING SPONSOR'S PROPOSAL NUMBER DATE OF
general or miscellaneous record, detailed information as to type of records

REQUISITION; REQUEST THAT SERVICE OR MATERIAL BE PROCURED AND CHARGED TO
contained and dates covered by each should be given. Unless contents of these
APPROPRIATION FOR PROJECT AS TO SYMBOLS AND TITLE INDICATED; NAME OR

NUMBER OF PROJECT; DATE TO BE DELIVERED; ITEM; QUANTITY; UNIT AND DES =
records are described by other Forms 12-13HR, such forms should be filled out

DESCRIPTION OF ARTICLES; ESTIMATED COST; SIGNATURE OF APPROVING OFFICER;
and attached)

6. Contents--continued SIGNATURE OF REQUISITIONING OFFICER; DATE OF PURCHASE AND
SIGNATURE OF OFFICER MAKING PURCHASE.
-
7. Arrangement CHRONOLOGICALLY BY DATE OF REQUISITION,
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing TYPED ON PRINTED FORMS.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF FILE DRAWER: 11X12X23" SIZE OF FOLDER: 10 1/2" X 11" APPROX 200 FORMS
 (Of record or container. Height, width, thickness or depth. Average number of
10 EACH FOLDER.
 pages or documents)
11. Location by dates and quantities 1 FILE DRAWER IN CABINET N.E. CORNER ROOM 305
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
1 FILE DRAWER IN CABINET N.E. CORNER ROOM 306
 cabinet, on floor)
12. Other information RECORD GOOD; PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BLDG.
 (Condition of record if not good. Relation to other records.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

JB-TW-APW-HAT
(Worker's full name)

11-16-39
(Date)

3-B
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF HIGHWAYS CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL BLDG. ROOM #305-306
(Name of building, room number, street address)

1. Title (WEEKLY REPORTS OF WORK COMPLETED)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER IN FILE DRAWER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling W.P.A. AND RELEASES 1938-1939
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD PERTAINS TO WEEKLY REPORTS OF W.P.A.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.

WORK COMPLETED UNDER SUPERVISION OF THE BUREAU OF HIGHWAYS CONSTRUCTION DIVISION. RECORD SHOWS
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

W.P.A. WORK COMPLETED AS OF WEEK + DATE, W.P.A. PROJECT No., SPONSORS No., NAME OF STREETS REPAIRED OR REPAVED, FROM STREET TO STREET, DESCRIPTION OF WORK, SUCH AS: GRADING, CONCRETE CURBING, DATE OF PERFORMING WORK, QUANTITY OF MATERIAL USED

6. Contents—continued AND THE TOTAL IN CUBIC YARDS OF WORK
DONE AND COMPLETED

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size SIZE OF DRAWING: 11 1/2" x 14 1/2" x 2 1/4" +; SIZE OF FOLDER: 11" x 10 1/2". APPROX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1000 REPORTS

11. Location by dates and quantities 1 FILED DRAWING IN FILE CABINET CONTAINING
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ONE LETTER FOLDER IN N.E. COR. ROOM 306 MUNICIPAL BLDG.

12. Other information RECORD & EQUIPMENT GOOD; PRIOR RECORDS
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
FILED IN VAULT 3RD FLOOR MUNICIPAL BLDG.
Whether record is known to have been kept earlier than dates shown in item 2)

NOTE: THIS FILE DRAWER ALSO CONTAINS RELEASES AS SERIAL # 2

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J.R. W. HAT - MW

11-17-39

3-C

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG ROOM 306
(Name of building, room number, street address)

1. Title (WPA MATERIALS REPORTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1936 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER IN FILE DRAWER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling WPA + RELEASES 1938 - 1939
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSISTS OF A SUMMARY OF MATERIALS USED ON ALL HIGHWAY NEW CONSTRUCTION PROJECTS - SUCH MATERIAL BEING CEMENT WASHED SAND GRAVEL - ETC. RECORD SHOWS DATE SUMMARY OF MATERIALS USED - AMOUNTS USED, PROJECT NO. - LOCATIONS - AMOUNTS REQUISITIONED,

6. Contents—continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER 11" X 8 1/2"
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER 9 1/2" X 12" - SIZE OF REPORT 11" X 8 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " FILE DRAWER 11" X 14" X 24"
APPROX 10 PAGES

11. Location by dates and quantities 1 FOLDER IN FILE DRAWER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
N. E. CORNER ROOM 306 MUNICIPAL BLDG.

12. Other information RECORDS & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
PREVIOUS RECORDS IN VAULT
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

JB.-APW-TW-HAT.
(Worker's full name)

11-17-39
(Date)

3-D
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL BLDG. ROOM 305-306
(Name of building, room number, street address)

1. Title (CONCRETE PLUG TESTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1938--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling W.P.A. AND RELEASES 1938-1939
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSISTS OF REPORTS PERTAINING ^{TO} SAMPLES OF CONCRETE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
(CORE DRILLING) TAKEN FROM NEWLY PAVED HIGHWAY
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
TO TEST AND DETERMINE IF ^{IT IS} MADE OF PROPER MATERIAL,
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
AND WITHSTAND THE WEAR CAUSED BY HEAVY TRAFFIC.

RECORD SHOWS DEPT. OF PUBLIC WORKS - BUREAU OF
STANDARDS, MUNICIPAL OFFICE BLDG. NAME OF BUREAU
CHIEF, DATE, CORE DRILLING OF STREETS, BUREAU OF
HIGHWAYS, ASSIGNED NO. OF CORE OR SAMPLE, CONTRACT NO.

6. Contents—continued AND SHOWS THE LOCATION WHERE SAMPLE WAS TAKEN, & SHOWS THE SIZE OF CORE AS TO THICKNESS & DATE OF CORE OBTAINED.

7. Arrangement CHRONOLOGICALLY BY DATE OF TEST.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON LETTER HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LETTER FOLDER 9 1/2" X 12" X 1" SIZE OF REPORT 11" X 8 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX 100 REPORTS

11. Location by dates and quantities 1 LETTER FOLDER CONTAINING 100 TEST REPORTS
(Room, vault, wall—N, E, S, W., section, bin, shelf, cabinet, on floor)
IN FILE DRAWER N.E. COR ROOM 306

12. Other information RECORD & EQUIPMENT GOOD; PRIOR RECORDS
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
FILED IN VAULT. 3RD. FLOOR MUNICIPAL BLDG.
Whether record is known to have been kept earlier than dates shown in item 2)

NOTE
THIS FILE DRAW. CONTAINS VARIOUS RECORDS AS LISTED IN OTHER SERIALS

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

HAT-APW-TW-JB.

(Worker's full name)

11-13-39

(Date)

3-E

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY

State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS CONSTRUCTION DIVISION

(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. ROOM 305-306

(Name of building, room number, street address)

1. Title (PROJECT PROPOSAL)

(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1937--

(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity PORTION OF 2 FILE DRAWERS CONTAINING 20 LETTER FOLDERS

(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (1 FILE DRW. N-R) (1 FILE DRW. W.P.A. + RELEASES)

(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE

(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSISTS OF W.P.A. PROJECT PROPOSALS SUBMITTED

(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

BY THE MAYOR AND CITY COUNCIL TO THE WORKS PROGRESS

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

ADMR. AS AN APPLICATION FOR ALLOTMENT OF FUNDS

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

UNDER THE RULES + REGULATIONS OF THE WORKS PROGRESS

ADMR. RECORD SHOWS WORKS PROGRESS ADMR. PROJECT

PROPOSAL, AMT. REQUESTED, AMT. APPROVED, W.P.A.

PROJECT NO., SERIAL NO., DATE, SPONSOR'S PROPOSAL

NO.

6. Contents—continued DATE OF PROPOSAL, PROJECT No., TO WORKS PROJECT
ADMR., FROM LOCATION, SUMMARY OF ESTIMATED COSTS,
ITEM OF COST, FEDERAL FUNDS, SPONSOR'S FUNDS, VARIOUS
LABOR COST, VARIOUS MATERIAL COSTS, TOTAL COST OF
PROJECT, AND TOTAL COST APPORTIONED, LABOR LISTED AS
(SEE ITEM-12)

7. Arrangement NUMERICALLY BY PROPOSAL No.,
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND AND TYPEWRITTEN ON PRINTED FORMS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRW.: 11 1/2" X 14 1/2" X 24"; SIZE OF FOLDER: 9 1/2" X 11 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities CONTAINING - 2 LETTER FOLDERS
(1 FILE DRW. IN ROOM 305 N.E. COR.) + (1 FILE
CONTAINING 18 LETTER FOLDERS (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
DRW. IN ROOM 306 N.E. COR. MUNICIPAL BLDG.)

12. Other information RECORDS + EQUIPMENT GOOD PRIOR RECORDS FILED
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
IN VAULT 3RD. FLOOR MUNICIPAL BLDG.

Whether record is known to have been kept earlier than dates shown in item 2)
THESE FILE DRWS ALSO CONTAIN RELEASES AS
SERIAL # 2

NOTE FROM
ITEM - 6
↑

SKILLED + UNSKILLED, FISCAL CERTIFICATE, SPONSORING
CERTIFICATE, SPONSOR'S AGENT + ADDRESS.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Wall

3-27-40

*4

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~Came~~ Baltimore City, State Maryland,

Name of agency or office Bureau of Highways, Construction Division
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Building Room 306
(Name of building, room number, street address)

1. Title "Streets paved under contract"
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Loose leaf binders
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling contracts 661 to 706 inclusive; contracts 707 to
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents Forms headed Bureau of Highways Distribution of cement
(Purpose and general nature of record. Principal items of information

and material; show contract number, name of street and location,
shown. Summary of forms used in making record, their headings, etc. If a very

date; detailed amounts with description of cement and materials
general or miscellaneous record, detailed information as to type of records

used; descriptions and amount of work done,
contained and dates covered by each should be given. Unless contents of those

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement Numerically by contract numbers.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size of binders 14"x9"x2" approx. 50 documents.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities On top of desk on north side of room #306
(Room, vault, wall--N.E.S.W., section, bin, shelf,
cabinet, on floor)

12. Other information Rec'd good, prior records in room 305.
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

WALL (Worker's full name) 3/12/40 (Date) 5 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 305
(Name of building, room number, street address)

1. Title (INSPECTORS REPORTS ON W.P.A. PROJECTS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 77 LOOSE LEAF BINDERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents COPIES OF INSPECTORS DAILY REPORTS OF WORK ON W.P.A. PROJECTS HEADED
(Purpose and general nature of record. Principal items of information

DEPARTMENT OF PUBLIC WORKS, BUREAU OF HIGHWAYS, SHOW W.P.A. PROJECT NUMBER,
shown. Summary of forms used in making record, their headings, etc. If a very

DATE OF REPORT; NAME AND LOCATION OF STREET, (WHERE WORK IS BEING DONE);
general or miscellaneous record, detailed information as to type of records

NUMBER OF FOREMAN ON PROJECT, NUMBER OF INTERMEDIATE CLASS, NUMBER OF
contained and dates covered by each should be given. Unless contents of these
UNSKILLED CLASS; NUMBER OF OFFICE WORKERS; NAMES OF OWNERS AND CAPA-

CITIES OF TRUCKS USED; TOTAL HOURS WORKED UNDER EACH CLASSIFICATION
records are described by other Forms 12-13HR, such forms should be filled out

WITH RATE OF PAY; NAME AND NUMBER OF TOOLS DAMAGED; NUMBER OF SQ. YDS. COM-
and attached)

PLETED; WEATHER CONDITIONS; SIGNATURE OF FOREMAN ON PROJECT; AMOUNT OF

6. Contents--continued MATERIAL RECEIVED, MATERIAL USED, MATERIAL ON HAND
SUNDRY EQUIPMENT, TOOLS RECEIVED, TOOLS RETURNED, TOOLS ON HAND;
EQUIPMENT RECEIVED, EQUIPMENT RETURNED, EQUIPMENT ON HAND.
SIGNATURE OF INSPECTOR.
7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing HANDWRITTEN ON PRINTED FORM
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF BINDER: 13" X 9" X 1"; SIZE OF FORM 11" X 9" APPROX 100 SHEETS TO BINDER.
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities IN OUTER OFFICE ON NORTH SIDE OF ROOM 305
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
 cabinet, on floor)
12. Other information RECORD GOOD. PRIOR RECORD IN VAULT 3RD FLOOR, NEAR ROOM 305
 (Condition of record if not good. Relation to other records.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

ADDENDA-1 CONSTRUCTION DIVISION BUREAU OF HIGHWAYS

| | BINDER | LABELED | | |
|---|--------|---------|-----|---|
| 1 | BINDER | LABELED | 128 | EAGER ST. CALVERT ST. GUILFORD AVE. - NOV. 21, 1938 - DEC. 27, 1938. |
| 1 | " | " | 128 | CHASE ST. CHARLES ST. CATHEDRAL ST. - DEC. 19, 1938 - JAN. 20, 1939. |
| 3 | " | " | 146 | BEAUREGARD AVE. - WOODBOURNE AVE. - NORTHERN - CITY LINE - MARCH 8, 1937 - FEB. 3, 1939 |
| 1 | " | " | 146 | MCLEAN BLVD - LAURELTON AVE. - OAKLYN AVE. - MAR. 8, 1937 - |
| 1 | " | " | 148 | BELVEDERE AVE. - BELLONA AVE. - YORK RD. - JUNE 6, 1938 - JULY 25, 1938 |
| 2 | " | " | 150 | DUKELAND ST. - GWYNN'S FALLS PKWY. - LIBERTY HEIGHTS AVE. - SEPT. 20, 1937 - APRIL 14, 1939. |
| 2 | " | " | 94 | DUNDALK AVE. - WEST SIDE EASTERN AVE. CITY LIMITS - JAN. 17, 1938 - SEPT. 9, 1938 - |
| 1 | " | " | 94 | DUNDALK AVE. - WEST SIDE EASTERN AVE. CITY LIMITS - OCT. 3, 1938 - DEC. 22, 1938 |
| 1 | " | " | 94 | NORTHERN PARKWAY. - SHERWOOD AVE. HILLEN RD. - NOV. 30, 1938 - APRIL 27, 1939. |
| 1 | " | " | 94 | BELVEDERE AVE. - BELLONA AVE. - YORK RD. - JULY 26, 1938 - SEPT. 16, 1938 - |
| 1 | " | " | 92 | THE ALAMEDA - LOCH RAVEN BLVD. - ARGONNE DRIVE - JULY 23, 1937 - NOV. 26, 1937. |
| 2 | " | " | 92 | THE ALAMEDA - (DRIVES) ARGONNE DRIVE - ARLINGTON AVE. - NOV. 29, 1937 - MAY 18, 1938, |
| 1 | " | " | 92 | OAK ST. - NORTH AVE. - 25 th STREET - JULY 6, 1938 - SEPT. 16, 1938 |

ADDENDA #2. CONSTRUCTION DIVISION - BUREAU OF HIGHWAYS -

SER 5

| | | | | |
|---|--------|----------|------|--|
| 1 | BINDER | LABELLED | 92 | FAYETTE ST- LAKEWOOD AVE. BROADWAY- JAN. 10, 1938- MAY. 19, 1938- |
| 1 | " | " | 159 | CHESTNUT HILL AVE- ELLERSLIE AVE- YOLANDO AVE- DEC. 18, 1937- APRIL. 18, 1938- |
| 1 | " | " | 159 | GLOVER ST- FOSTER AVE- FLEET. ST, OCT. 31, 1938- NOV. 3, 1938 |
| 1 | " | " | 159 | CURLEY- ST- ELLIOTT. ST- O'DONNELL ST- OCT. 13, 1938- OCT. 27, 1938 |
| 1 | " | " | 159 | ROSE, ST- BIDDLE ST- PRESTON. ST- OCT, 19, 1938- NOV. 2, 1938 |
| 1 | " | " | 159 | STREEPER. ST- ELLIOTT, ST- FAIT AVE- JUNE. 13, 1938- JULY, 29, 1938. |
| 1 | " | " | 159 | MCKAY. COURT- POTOMAC ST- DECKER, ST- JULY. 18, 1938- JULY, 29, 1938. |
| 1 | " | " | 159 | DURHAM. ST- ALICEANNA. ST- GOUGH. ST. MAY. 2, 1938- MAY. 31, 1938, |
| 1 | " | " | 159 | BRADFORD. ST- FAYETTE. ST- ORLEANS, ST- SEPT, 28, 1938. OCT. 11, 1938 |
| 1 | " | " | 159 | CASTLE. ST- LOMBARD. ST- BALTIMORE ST- SEPT. 29, 1938- OCT. 18, 1938 |
| 1 | " | " | 159 | COOKSIE. ST- MARRIOTT, ST- NICHOLSON, ST- NOV. 3, 1938- NOV. 16, 1938 |
| 1 | " | " | 159. | MARSHALL. ST- FORT AVE - OSTIEND ST- NOV. 7, 1938- DEC. 6, 1938- |
| 1 | " | " | 159 | BRADFORD. ST- OLIVER. ST- FEDERAL ST- NOV. 15, 1938- DEC. 8, 1938. |
| 1 | " | " | 159 | MCDONOUGH ST- NORTH AVE- NORTH TO DEAD END. NOV. 29, 1938. DEC. 13, 1938 |
| 1 | " | " | 159 | MOORE ST- DRUID HILL AVE- MADISON AVE- NOV. 23, 1938. DEC. 15, 1938 |
| 1 | " | " | 159 | BRUCE. ST- PRESBURY. ST- BAKER. ST, DEC. 14, 1938- DEC. 30, 1938. |
| 1 | " | " | 157 | HOWARD. ST- READ ST- DOLPHIN. ST- OCT. 18, 1938- JAN. 10, 1939 |
| 1 | " | " | 194 | KANE. ST- EASTERN AVE. NORTH POINT. RD- SEPT, 13, 1938- |
| 2 | " | " | 158 | PARK HEIGHTS AVE- AVONDALE AVE- CITY LINE- MAR. 7, 1938- SEPT. 16, 1938. |
| 1 | " | " | 157 | TIOGA PKWY- GWYNN'S FALLS PKY FORREST PARK AVE- JULY 11, 1939- AUG. 16, 1939 |
| 1 | " | " | 157 | HILTON PKY- NORTH. AVE- EDMONDSON. AVE- NOV. 5, 1938- JULY. 8, 1939- |
| 1 | " | " | 157 | KENNISON AVE- ROGERS AVE- MT. HOPE. RETREAT, NOV. 7, 1938- APR. 21, 1939. |
| 1 | " | " | 156 | CALVERT. ST- READ. ST. MT. ROYAL AVE- MAY, 31, 1938- JULY, 19, 1938. |
| 1 | " | " | 156 | CATON. AVE- WILKENS AVE- FREDERICK. RD- JAN. 24, 1938- JUNE. 3, 1938 |
| 1 | " | " | 156 | 25 ST. 100 th WEST OF OAK. ST- ST. PAUL. ST- AUG. 29, 1938- OCT. 25, 1938 |
| 2 | " | " | 151 | CHINGUAPIN PKWY- NORTHERN PKWY- BEAURECARD AVE. - NOV. 1, 1937- APRIL 1, 1939 |

ADDENDA #3. CONSTRUCTION DIVISION. BUREAU OF HIGHWAYS

SER #5

| BINDER | LABELED | 194 | 194 |
|--------|---------|-----|--|
| 1 | " | " | COLD SPRING LANE. MILLEN ROAD. 1000 th WEST. APRIL 3. 1939. OCT 23. 1939. |
| 1 | " | " | BELNORD AVE. HUDSON ST. FAIT AVE. MAR. 6. 1939. MAR. 28. 1939 |
| 1 | " | " | BINNEY ST. ELLIOTT ST. O'DONNELL ST. MAR 9. 1939. MAR. 31. 1939. |
| 1 | " | " | SOMERSET. ST. ORLEANS. ST. JEFFERSON ST. APRIL. 19. 1939. MAY. 8. 1939. |
| 1 | " | " | REGISTER ST. ORLEANS. ST. JEFFERSON ST. APRIL 24. 1939. MAY. 12. 1939 |
| 1 | " | " | DUNCAN. ST. EASTERN AVE. PRATT. ST. MAR. 14. 1939. APRIL 24. 1939 |
| 1 | " | " | EAGER ST. PATTERSON PARK AVE. BRADFORD ST. APR. 18. 1939. APR. 24. 1939. |
| 1 | " | " | CHASE ST. READ. ST. PARK AVE. JAN. 31. 1939. MAR. 16. 1939. |
| 1 | " | " | ALLEY. SIDE 1203. + REAR OF 1203-19. JOHN. ST. FEB 9. 1939. MAR. 3. 1939 |
| 1 | " | " | ALLEY REAR- 117-21- WEST LANVALE ST. MAR. 7. 1939. |
| 1 | " | " | ALLEY. WEST. HOWARD ST. MT. ROYAL AVE. DICKSON ST. FEB. 24. 1939. MAR. 7. 1939. |
| 1 | " | " | ALLEY. EAST. HOWARD ST. DOLPHIN ST. MT. ROYAL AVE. FEB. 6. 1939. FEB. 21. 1939 |
| 1 | " | " | RUTTER. ST. LANVALE ST. ALLEY. SOUTH. FEB. 23. 1939. MAR. 2. 1939. |
| 1 | " | " | 159 BINNEY ST. DILLON ST. HUDSON ST. FEB. 14. 1938. MAR. 7. 1938. |
| 1 | " | " | 159 PORT. ST. FOSTER AVE. FLEET ST. MAY. 26. 1938. JUNE. 7. 1938 |
| 1 | " | " | 159 ROSE. ST. FLEET ST. EASTERN AVE. JUNE. 6. 1938. JUNE. 17. 1938 |
| 1 | " | " | 159 DALLAS ST. FEDERAL ST. LANVALE. ST. JUNE. 3. 1938. JUNE. 20. 1938 |
| 1 | " | " | 159 BOOTH ST. ARLINGTON AVE. POPPLETON ST. JULY. 29. 1938. AUG. 17. 1938 |
| 1 | " | " | 159 SARAH ANN ST. POPPLETON ST. FREMONT. AVE. JULY. 19. 1938. AUG. 4. 1938 |
| 1 | " | " | 159 MILLER. ST. BOND ST. BROADWAY. APR. 18. 1938. MAY. 2. 1938. |
| 1 | " | " | 194 BIRCKHEAD ST. LIGHT. ST. PATAPSCO. ST. JULY. 10. 1939. AUG. 10. 1939. |
| 1 | " | " | 194 MONUMENT. ST. ORCHARD ST. MCCULLOH. ST. JUNE 23 1939. JULY. 7. 1939 |
| 1 | " | " | 194 BRUCE ST. LAURENS. ST. BAKER. ST. MAY. 4. 1939. JUNE. 26. 1939 |
| 1 | " | " | 194 BRICE. ST. LANVALE ST. LAFAYETTE AVE. JUNE. 7. 1939. JUNE. 22. 1939 |
| 1 | " | " | 194 BETHEL. ST. MONUMENT. ST. MADISON. ST. MAY. 29. 1939. JUNE. 6. 1939 |
| 1 | " | " | 194 MADISON ST. EDISON HIGHWAY. MONUMENT. ST. MAR. 1. 1939. JUNE 15. 1939. |
| 1 | " | " | 194 BRUCE ST. LANVALE ST. 170 th NORTH. MAY. 9. 1939. MAY 31. 1939. |
| 1 | " | " | 194 BRUCE. ST. PRESBURY ST. WESTWOOD AVE. MAY. 9. 1939. MAY 26. 1939 |

APPENDIX 4. CONSTRUCTION DIVISION BUREAU OF HIGHWAYS

| | | | | |
|---|--------|----------|-----|---|
| 1 | BINDER | LABELLED | 194 | ROBINSON ST. DILLON ST. O'DONNELL ST. MAY. 17. 1939 - MAY. 26. 1939 |
| 1 | " | " | 194 | TRUXTON ST. FORREST ST. GREEN MOUNT AVE. MAY. 4. 1939 - MAY. 16. 1939 |
| 1 | " | " | 194 | ABBOTT ST. BOND ST. BROADWAY - APR. 10. 1939 - MAY. 3. 1939 |

Wall

3-27-40

#6

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 THE HISTORICAL RECORDS SURVEY: 1937
 1734 NEW YORK AVE. NW.
 Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland
 Name of agency or office Bureau of Highways Construction Division
 (Office of custody) (Office which made the record, if different)
 Address of office of custody Municipal Building Room 306
 (Name of building, room number, street address)

1. Title (W.P.A. Inventory Reports Semi-monthly Record of Transfer)
 (Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1938--
 (Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 15 letter folders in card board box
 (Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling W.P.A. Inventory reports and record of transfers
 (Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
 (If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents W.P.A. reports of inventories of materials giving locations;
 (Purpose and general nature of record. Principal items of information

month day and year; district number; project number;
 shown. Summary of forms used in making record, their headings, etc. If a very

description of material used, date of completion; also gives W.P.A.
 general or miscellaneous record, detailed information as to type of records

form number; project number; district number; month day and year;
 contained and dates covered by each should be given. Unless contents of those

location of project; amounts and description of materials used; sponsor's

numbers; name of clerk preparing this report; month day and year work
 records are described by other Forms 12-13HR, such forms should be filled out

completed, transference of materials to another W.P.A. project or W.P.A.
 and attached)

6. Contents--continued warehouse.
7. Arrangement Chronologically by date of report.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing None.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)
9. Writing Typed on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)
10. Size of cardboard box 11" x 12" x 22" approx 1500 Reports.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)
11. Location by dates and quantities On top of steel filing cabinet on north wall
(Room, vault, wall--N.E.S.W., section, bin, shelf,
in room 306.
cabinet, on floor)
12. Other information Records and container good.
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

CONSTRUCTION-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|---|
| 1 | LETTER-FOLDER-CAPTIONED-W.P.A-INVENTORY-W.P.A.-#321-SPONSORS-NO.94. |
| 1 | " " " -W.P.A.- " -W.P.A-#3149- " -"116. |
| 1 | " " " -W.P.A.- " -W.P.A-#3508 " -"128. |
| 1 | " " " -W.P.A.- " -W.P.A-#3251 " -"146. |
| 1 | " " " -W.P.A.- " -W.P.A-#3175 " -"150. |
| 1 | " " " -W.P.A.- " -W.P.A-#3175 " -"151. |
| 1 | " " " -W.P.A.- " -W.P.A-#3180 " -"155. |
| 1 | " " " -W.P.A.- " -W.P.A-#3228 " -"157. |
| 1 | " " " -W.P.A.- " -W.P.A-#3231 " -"159. |
| 1 | " " " -W.P.A.- " -W.P.A-#3360 " -"173. |
| 1 | " " " -W.P.A.- " -W.P.A-#3439 " -"182. |
| 1 | " " " -W.P.A.- " -W.P.A-#3436 " -"185. |
| 1 | " " " -W.P.A.- " -W.P.A-#3564 " -"194. |
| 1 | " " " -W.P.A.- " -W.P.A-#3439 " -"208. |
| 1 | " " " -W.P.A.- " -W.P.A-#3427 " -"211. |

523-17

JB-TW-HAT-AW

11-16-39

#7

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 THE HISTORICAL RECORDS SURVEY: 1937
 1734 NEW YORK AVE. NW.
 WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - ROOM 306
(Name of building, room number, street address)

1. Title (RECORD OF CONTRACTS AWARDED)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1931 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LOOSE LEAF BINDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents A TRANSCRIPTION OF DATA
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

PERTAINING TO VARIOUS CONTRACTS AWARDED
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

FOR WORK WHICH IS TO BE PERFORMED BY CONTRACTORS
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

UNDER SUPERVISION OF THE BUREAU OF HIGHWAYS.

RECORD SHOWS CONTRACT NO., NAME OF STREET

TO BE REPAIRED, OR PAVED FROM STREET TO

STREET, NAME OF CONTRACTOR AWARDED

CONTRACT, DATE OF AWARDED OF CONTRACT.

6. Contents—continued DATE WORK STARTED + COMPLETED
DATE OF EXPIRATION OF CONTRACT PROVISION
UNDER WHICH CONTRACT WAS AUTHORIZED -
SUCH AS - BY ORDINANCE - OR - SPECIAL AGREEMENT.

7. Arrangement CHRONOLOGICALLY BY DATE OF CONTRACT
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER 11"X12"
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER 12" X 13" X 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

APPROX 25 PAGES -

11. Location by dates and quantities 1 LOOSE LEAF BINDER ON DESK NE COR. ROOM 306
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

MUNICIPAL BLDG -

12. Other information RECORD + EQUIPMENT GOOD -
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

PRIOR RECORDS IN VAULT 3RD FLOOR

Whether record is known to have been kept earlier than dates shown in item 2)

MUNICIPAL BLDG.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Wall

3/18/40

8

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 THE HISTORICAL RECORDS SURVEY: 1937
 1734 NEW YORK AVE. NW.
 Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Highways, Construction Division
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Building, Room 305
(Name of building, room number, street address)

1. Title "Atlas of Baltimore County, Maryland"
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1915 (date published)
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume (cloth covered over cardboard)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Volume labeled Atlas of Baltimore County, Maryland
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents Atlas of Baltimore County, Maryland from actual surveys and official plans by Geo. W. and Walter S. Bromley, civil engineers; and official plans by Geo. W. and Walter S. Bromley, civil engineers; shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records published by H. W. Bromley and Company, 147 N. Fifth St., Phila. Penna., 1915, contains 43 plates, showing parts of districts and sub-divisions, including out lines of streets, lots, parks, railroad, cemeteries lakes, public buildings, brick yards.
(contained and dates covered by each should be given unless contents of those records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued

7. Arrangement Numerically by plate numbers.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing Index to districts showing district number and plate number; also index to sub-divisions give name of sub-division and place cross reference here to that form by title and identification number and plate number, in front of volume.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Printed
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 22 1/2" x 19" x 2 1/2" 43 plates 1 index page.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On top of wooden file cabinet north wall in room 305.
(Room, vault, wall--N., S.W., section, bin, shelf, cabinet, on floor)

12. Other information condition of volume fair.
(Condition of record if not good. Relation to other records.

Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints (Author) (Publisher)

(Place of publication) (Date of publication)

WALL - WHITELEY
(Worker's full name)

1/2/40
(Date)

9
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~and~~ BALTIMORE CITY

State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 306
(Name of building, room number, street address)

1. Title (ORDINANCE 739 OF VARIOUS CITY STREETS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1912--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 12 METAL DRAWERS CONTAINING APPROX. 500 BLUE PRINTS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents OF DRAWERS ARE THE BLUE PRINTS OF VARIOUS CITY
(Purpose and general nature of record. Principal items of information

STREETS UNDER ORDINANCE 739 WHICH HAVE BEEN PAVED
shown. Summary of forms used in making record, their headings, etc. If a very

UNDER CONTRACT BY THE SUPERVISION OF CONSTRUCTION
general or miscellaneous record, detailed information as to type of records

DIVISION - BUREAU OF HIGHWAYS.
contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement ALPHABETICALLY BY CONTRACT
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing HAND DRAWN ON BLUE PRINT PAPER (OF STREETS)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size OF DRAWER 25" X 12" X 2 1/2" SIZE OF BLUE PRINT 14" X 8"
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities SOUTH SIDE OF ROOM 306 MUNICIPAL
(Room, vault, wall--N.E.S.W., section, bin, shelf,

BUILDING
cabinet, on floor)

12. Other information RECORDS GOOD-PRIOR RECORDS IN VAULT 3RD FLOOR
(Condition of record if not good. Relation to other records.

MUNICIPAL BUILDING.
Information on prior, subsequent, or similar records. Whether record is known

to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

_____ (Place of publication)

_____ (Date of publication)

| | |
|----------|---|
| TITLE | (ORDINANCE 739 OF VARIOUS CITY STREETS) |
| DATES | 1912... |
| QUANTITY | 17 METAL DRAWERS CONTAINING APPROX 500 BLUE PRINTS |
| LABELING | NONE |
| DIS-MIS | NONE |
| ARRANGE | ALPHABETICALLY BY CONTRACT. |
| INDEXING | NONE |
| WRITING | HAND DRAWN ON BLUE PRINT PAPER (OF STREETS) |
| SIZE | OF DRAWER 25" X 12" X 2 1/2" SIZE OF BLUE PRINT 14" X 8" |
| LOCATION | SOUTH SIDE OF ROOM. 306 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD - PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | OF DRAWERS ARE THE BLUE PRINTS OF VARIOUS CITY STREETS UNDER ORDINANCE 739 WHICH HAVE BEEN PAVED UNDER CONTRACT BY THE SUPERVISION OF CONSTRUCTION DIVISION - BUREAU OF HIGHWAYS. |

JB-TW-HAT-AW-O'Keefe (Worker's full name) 11-24-39 (Date) 10-A to 10-R (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Highways - Construction Division
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 306, Municipal Office Building
(Name of building, room number, street address)

1. Title (General Miscellaneous)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1729 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling _____
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state

whether some information shown in another record. Explain why records are missing, if possible)

6. Contents The following reports numbered 10A to 10-R are taken of records filed in one steel file drawer.
(Purpose and general nature of records. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records

contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement Chron. by date of record under subject.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing Typed on plain paper.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size of drawer 11" x 14" x 24" Approx. 300 documents.
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities Steel file drawer in
(Room, vault, wall--N.E.S.W., section, bin, shelf,
north east corner of room # 306.
cabinet, on floor)

12. Other information Records and equipment good,
(Condition of record if not good. Relation to other records.
no prior records.

Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication)

(Date of publication)

1040R
ADDENDA CONSTRUCTION DIVN - BUREAU OF HIGHWAYS -

1 FILE DRAWER LABELED GENERAL MISCELLANEOUS

STEAM + ELECTRIC RAILWAYS

LEGAL DATA AND OPINIONS

SPECIAL AGREEMENTS

ORD: GRANTS AND FRANCHISES

MD. COURT OF APPEALS - MISC -

GAS TAX - MOTOR VEHICLE REG -

JB-TN-HAT-AW
(Worker's full name)

11-24-39
(Date)

#10-A
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Check
M

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - ROOM 306
(Name of building, room number, street address)

1. Title (SOURCES OF REVENUE)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1932 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSIST OF A REPORT SETTING FORTH SOURCES
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

OF REVENUE FOR NEW CONSTRUCTION + MAINTENANCE
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

OF PAVING + BRIDGES WHICH IS AS FOLLOWS: NEW CONSTRUCTION
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

PAVING + BRIDGES: PAVING + BRIDGE LOANS: SPECIAL

PAVING TAX ACT 1912 - CHAP. 688: COLLECTIONS STREET

PAVING ASSESSMENTS: ORD. 739 - 1922: COLLECTIONS

FOR STREET PAVING UNDER SPECIAL AGREEMENTS

WITH BUILDERS: TRACK CONSTRUCTION LOST

See what
this is.
Put it
down to
mark.
Then
classified.

SEE ITEM 13

6. Contents—continued REFUNDS FROM UNITED RWYS: COLLECTIONS FOR PAVING TRACK AREAS WHERE OBLIGATED:

COLLECTIONS OF ASSESSMENTS FOR ALLEY PAVING:

COLLECTIONS OF ASSESSMENTS FOR FOOTWAY PAVING:

STATE FUNDS ALLOTTED TO STATE ROADS COMMISSION:

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

" " REPORT 11" X 8 1/2"

" " FILE DRAWER 11" X 14" X 24"

11. Location by dates and quantities IN FILE DRAWER N.E. CORNER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

ROOM 306 MUNICIPAL BLDG

12. Other information RECORDS + EQUIPMENT GOOD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

NO PRIOR RECORDS.

Whether record is known to have been kept earlier than dates shown in item 2)

NOTE - FROM ITEM 6

FOR CITY PAVING + BRIDGES: LATERAL ROAD INCOME 1 1/2¢

GASOLINE TAX (20% OF STATE COLLECTIONS) POST ROAD

REVENUE (20% OF STATE BOND ISSUE) BRIDGE REVENUE:

(20% OF STATE BOND ISSUE) SPECIAL ROAD LOAN (20%

OF STATE BOND ISSUE) GASOLINE TAX REFUNDS: TRACK

CONSTRUCTION COST REFUNDS FROM UNITED RWYS: MAINTENANCE STREETS

13. (For use in Florida.) Early imprints (Author) (Publisher)

+ BRIDGES: GASOLINE TAX 2¢: MOTOR VEHICLE LICENSE + FINES: GRADE

CROSSING TAX 1 1/2¢ - 20% OF STATE COLLECTIONS

COLLECTIONS FOR REPAIRING + REPAVING CUTS

MADE BY CITY DEPARTMENTS + PUBLIC SERVICE CORPORATIONS -

JB-TN-HAT-AW
(Worker's full name)

11-27-39
(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM 306
(Name of building, room number, street address)

1. Title (PAYING BETWEEN CAR TRACKS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSIST OF A REPORT GIVING THE APPROXIMATE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

AMOUNT OF PAYING WITHIN THE STREET RAILWAY
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

TRACKS IN BALTIMORE CITY AS OF AUGUST 1-1938;
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WHICH IS AS FOLLOWS: GRANITE BLOCK 65.0 MILES OF SINGLE TRACK-

ASPHALT ONLY 93.0 " " " "

ASPHALT WITH BLOCKS OR BRICKS ALONG RAILS 37.0 " " " "

CONCRETE 4.5 " " " "

BRICK 35.0 " " " "

6. Contents—continued MACADAM 5.0 MILES OF SINGLE TRACK
COBBLE 4.0 " " " "
TRACK GAGE IS 5'4 1/2"; TRACK CENTERS AVERAGE
10' - ABOUT ONE SQUARE YARD OF PAVING
PER FOOT OF SINGLE TRACK

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT 8 1/2" X 11"
" " FILE DRAWER) 11" X 14" X 24"

11. Location by dates and quantities IN FILE DRAWER N.E. CORNER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 306, MUNICIPAL BLDG

12. Other information RECORDS + EQUIPMENT GOOD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
PRIOR RECORDS IN VAULT
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

JB-TW-HAT-AW
(Worker's full name)

11-22-39
(Date)

#37
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - ROOM 306
(Name of building, room number, street address)

1. Title "ECONOMIC AGE OF PAVEMENTS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1934
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSIST OF A REPORT WITH REFERENCE TO
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

THE ECONOMIC AGE OF VARIOUS KINDS OF PAVING.
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

FOLLOWING IS THE AGE OF OLDEST PAVEMENT OF EACH
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

TYPE NOW IN SERVICE: SHEET ASPHALT 42 YEARS,

ASPHALTIC CONCRETE 22 YEARS, BITUMINOUS

MACADAM 24 YEARS. THE PROPORTION OF YARDAGE

IN EACH TYPE WHICH IS OVER TEN YEARS OF AGE IS:

SHEET ASPHALT 60%, ASPHALTIC CONCRETE 55%

SEE ITEM 13

6. Contents—continued BITUMINOUS MACADAM 50%, APPROXIMATE AVERAGE AGE IS: SHEET ASPHALT 30 YEARS ASPHALTIC CONCRETE 20 YEARS, BITUMINOUS MACADAM 18 YEARS. AVERAGE AGE AT WHICH IT BECAME NECESSARY TO RESURFACE IN THE BUSINESS

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT 11" X 8 1/2"
" " FILE DRAWER 11" X 14" X 24"

11. Location by dates and quantities IN FILE DRAWER N.E. CORNER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 306 - MUNICIPAL BLDG -

12. Other information RECORDS + EQUIPMENT GOOD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
NO PRIOR RECORDS
Whether record is known to have been kept earlier than dates shown in item 2)

DISTRICT: SHEET ASPHALT 16 YEARS, ASPHALTIC CONCRETE NONE, BITUMINOUS MACADAM NONE. AVERAGE AGE AT WHICH RESURFACING BECAME NECESSARY IN THE RESIDENTIAL DISTRICT: SHEET ASPHALT 25 YEARS ASPHALTIC CONCRETE 19 YEARS BITUMINOUS MACADAM 14 YEARS.

13. (For use in Florida.) Early imprints. TYPES OF BASE IN GENERAL
(Author) (Publisher)
USE: 6 7 AND 8 INCH CONCRETE. SIGNED
(Place of publication) (Date of publication)
BY HIGHWAYS ENGINEER.

NOTE - FROM ITEM 6

6. Contents—continued + CITY COUNCIL OF BALTIMORE THAT
THE NAME OF (STREET) DIRECTION FROM (INSERT
LOCATIONS) BE AND IT IS HEREBY CHANGED
AND THAT SAID STREET SHALL HEREAFTER BE KNOWN
AS - SECTION 2: AND BE IT FURTHER ORDAINED

7. Arrangement CHRONOLOGICALLY BY DATE OF ORDINANCE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
title and identification number)

9. Writing PRINTED ON PLAIN PAPER 8" X 5"
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER: 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT: 8" X 5"
" " FILE DRAWER: 11" X 14" X 24"

11. Location by dates and quantities IN FILE DRAWER, N.E. CORNER,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 306, MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
PRIOR RECORDS IN VAULT.
Whether record is known to have been kept earlier than dates shown in item 2)

THAT THIS ORDINANCE SHALL TAKE EFFECT
FROM THE DATE OF ITS PASSAGE -

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J B - T W - H A T - A W (Worker's full name) 11 - 29 - 39 (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION. (Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM 306, (Name of building, room number, street address)

1. Title (STREETS PAVED BY STATE ROADS COMMISSION) (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1931. (Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER. (Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA. (Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE. (If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents A RECORD OF THE STREETS PAVED (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

IN BALTIMORE BY THE STATE ROADS their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

COMMISSION IN 1931 - RECORD GIVES each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

THE FOLLOWING DATA: STREETS PAVED

IN BALTIMORE BY THE STATE ROADS

COMMISSION DURING 1931, CONTRACT

NUMBER, NAME OF STREET, PAVING

LIMITS, MATERIAL USED; SQUARE YARDS

6. Contents—continued ASPHALT CITY AREA, SQUARE YARDS
ASPHALT RAILWAY AREA, SQUARE YARDS
CONCRETE CITY AREA, SQUARE YARDS
CONCRETE RAILWAY AREA.

7. Arrangement NO ARRANGEMENT
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER: 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" REPORT: 8 1/2" X 11"
" FILE DRAWER: 11" X 14" X 24"

11. Location by dates and quantities IN FILE DRAWER, N.E. CORNER,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 306, MUNICIPAL BLDG-

12. Other information RECORDS + EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
PRIOR RECORDS IN VAULT.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

JB-TW-HAT-AW- 11-22-39 (Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State: MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION, (Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM 306. (Name of building, room number, street address)

1. Title (PAVING ASSESSMENTS REPORT) (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1930. (Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER. (Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA. (Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE. (If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSIST OF A REPORT WITH REFERENCE TO ASSESSMENTS FOR STREET PAVING, ON MAIN OR SECONDARY STREETS THE ONLY ASSESSMENT AGAINST A BUTTING PROPERTY IS A SPECIAL PAVING TAX. FOR STREETS IN EXCESS OF 30 FEET BETWEEN CURBS THE SPECIAL PAVING TAX IS AT THE RATE OF 15 CENTS PER FRONT FOOT PER YEAR EXTENDING FOR TEN YEARS. IF CURB

SEE ITEM 13

6. Contents—continued IS 15 FEET BUT NOT OVER 30 FEET THE UNIT RATE PER FRONT FOOT IS 10 CENTS. FOR STREETS LESS THAN 15 FEET THE RATE IS 5 CENTS PER FRONT FOOT FOR THE TEN YEAR PERIOD. WHEN A DEVELOPER OR BUILDER DESIRES TO DEVELOP A TRACT OF LAND

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN PRINTED HEAD
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT 11" X 8 1/2"
" " FILE DRAWER 11" X 14" X 24"

11. Location by dates and quantities 1 FOLDER IN FILE DRAWER, N.E. CORNER, ROOM 306, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD,
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
NO PRIOR RECORDS
(Whether record is known to have been kept earlier than dates shown in item 2)

NOTE - FROM ITEM 6

AND OPEN STREETS THE CITY JOINS IN A SPECIAL AGREEMENT WHEREBY THE DEVELOPER GRADES THE STREETS TO THE SUB-GRADE AND ARRANGES FOR ALL UTILITIES AND SERVICE CONNECTIONS—UPON ASCERTAINING THE APPROXIMATE COST THE DEVELOPER DEPOSITS ONE HALF OF THE ESTIMATED COST WITH THE CITY WHICH THEN PROCEEDS WITH THE PAVING AND UPON COMPLETION ADJUSTS WITH THE

NOTE - FROM ITEM 13

BUILDER THE DIFFERENCE BETWEEN ACTUAL AND ESTIMATED COSTS. FOOTWAYS ARE PAVED BY THE PROPERTY OWNER WHO HAS THE OPTION OF OBTAINING A PRIVATE CONTRACTOR - OR HAVING THE WORK DONE BY THE CITY WHICH WILL ASSESS THE ACTUAL COST.

JB-TW-HAT-AW
(Worker's full name)

11-24-39
(Date)

10-G
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG ROOM 306
(Name of building, room number, street address)

1. Title (OPINION ON A PROPOSED PAYING ORDINANCE)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1930
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSIST OF AN OPINION RENDERED BY THE CITY SOLICITOR
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

STATING THE UNCONSTITUTIONALITY OF A PROPOSED ORDINANCE
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

REGULATING THE LAYING OUT - LOCATION - CONSTRUCTION -
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

GRADING - CURBING + PAVING OF STREETS - LANES - ALLEYS -
+ WAYS - WHETHER PRIVATE - DEDICATED - OR - PUBLIC,
IN CONNECTION WITH REAL ESTATE DEVELOPMENTS
BUILDING OPERATIONS - WHERE SUCH DEVELOPMENTS
+ BUILDING OPERATIONS ARE CARRIED ON BY INDIVIDUALS

SEE ITEM 13

6. Contents—continued FIRMS + CORPORATIONS OTHER THAN THE CITY OF BALTIMORE + IT PROVIDED PENALTIES FOR VIOLATION OF THE PROVISIONS OF THE PROPOSED ORDINANCE. CITY SOLICITOR STATED THAT THE PROPOSED ORDINANCE

7. Arrangement CHRONOLOGICALLY BY DATE OF ORDINANCE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER 13" X 8 1/2"
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT 13" X 8 1/2"
" " FILE DRAWER 11" X 14" X 24"

11. Location by dates and quantities IN FILE DRAWER N.E. CORNER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 306 - MUNICIPAL BLDG -

12. Other information RECORDS + EQUIPMENT GOOD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
PRIOR RECORDS IN VAULT
Whether record is known to have been kept earlier than dates shown in item 2)

NOTE - FROM ITEM 6

WOULD BE IN VIOLATION OF A PERSON'S CONSTITUTIONAL RIGHTS OVER HIS PRIVATE PROPERTY - STREET - OR ROADWAY - WHICH DO NOT BECOME PUBLIC UNTIL DEDICATED.

13. (For use in Florida.) Early imprints
(Author) _____ (Publisher) _____

(Place of publication)

(Date of publication)

JB-TW-HAT-AW-
(Worker's full name)

11-28-39
(Date)

15
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - ROOM 306
(Name of building, room number, street address)

1. Title (ORDINANCE NO. 739)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates: 1928
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSISTS OF AN OPINION FROM THE ASST. CITY SOLICITOR
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
TO THE HIGHWAYS ENGR, WHICH READS AS FOLLOWS:
"ORDINANCE NO. 739 APPROVED JULY 19, 1922, PROVIDES
HOW THE PAVING COMMISSION - NOW THE HIGHWAYS DEPT.
SHALL IMPOSE A TAX UPON THE PROPERTY ABUTTING ON
THE STREET TO BE PAVED. SECTION FOUR ORDAINS THAT,
AFTER THE CONTRACT SHALL HAVE BEEN AWARDED,
THE TAX SHALL BE ASSESSED; THEREFORE NO LIEN

SEE ITEM 12

6. Contents—continued ATTACHES AGAINST THE PROPERTY UNTIL THAT TIME - YOUR CUSTOM OF NOTIFYING THE BUREAU OF LIENS IN ADVANCE OF THE LIEN DATE IS THE CORRECT ONE AS IT WOULD PUT THE PURCHASER ON NOTICE THAT THE STREET IS BEING PAVED AND HE WOULD THEN BE OBLICATED

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER: 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT: 8 1/2" X 11"
" " FILE DRAWER: 11" X 14" X 24"

11. Location by dates and quantities IN FILE DRAWER, N.E. CORNER,
(Room, vault, wall—N. E. S/W., section, bin, shelf, cabinet, on floor)
ROOM 306, MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
PRIOR RECORDS IN VAULT.
Whether record is known to have been kept earlier than dates shown in item 2)

NOTE FROM ITEM 6

TO OBTAIN THE DATE ON WHICH THE LIEN TOOK EFFECT -

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

JB-TV-HAT-AW
(Worker's full name)

11-22-39
(Date)

10-1
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL BLDG., ROOM 306
(Name of building, room number, street address)

1. Title (PAVING AGREEMENTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1925 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSIST OF A FORM OF AGREEMENT
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

ENTERED INTO BY THE DEPARTMENT
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
OF PUBLIC WORKS - BUREAU OF HIGHWAYS.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ACTING FOR THE MAYOR AND CITY COUNCIL; AND REAL
ESTATE DEVELOPERS OR OPERATORS WHO DESIRE
STREET PAVING IMPROVEMENTS FOR THE PURPOSE
OF DEVELOPING PROPERTY ADJUTTING THEREON.
THE AGREEMENT OUTLINES VARIOUS PAVING

SEE ITEM 13

6. Contents—continued SPECIFICATIONS AND INSTRUCTIONS
AND REQUIRES THE SIGNATURES OF THE CHIEF
ENGINEER - HIGHWAYS ENGINEER,
CITY REGISTER - COMPTROLLER,
PRESIDENT OF THE BOARD OF ESTIMATES,

7. Arrangement CHRONOLOGICALLY BY DATE OF AGREEMENT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT 11" X 8 1/2"
" " FILE DRAWER 11" X 14" X 24"

11. Location by dates and quantities IN FILE DRAWER N.E. CORNER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 306 MUNICIPAL BLDG.

12. Other information RECORDS AND EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
NO PRIOR RECORDS.
Whether record is known to have been kept earlier than dates shown in item 2)

NOTE-FROM ITEM 6

AND THE CITY SOLICITOR, AND ALSO
SIGNATURE OF PERSON REQUESTING
IMPROVEMENTS.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

JB-TW-HAT-AW -

11-20-39

10-J

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM 306
(Name of building, room number, street address)

1. Title (SPECIAL PAVING ASSESSMENTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1924.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling GENERAL MISCELLANEOUS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSIST OF A REPORT FROM THE PAVING COMMISSION
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
WITH REFERENCE TO SPECIAL ASSESSMENTS FOR
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
LOCAL IMPROVEMENTS. THESE SPECIAL ASSESSMENTS
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ARE LEVIED FOR THE PURPOSE OF OPENING AND
PAVING STREETS AND THOROUGHFARES INSTALL-
ATION OF WATER SUPPLIES, ETC, IT IS ADMITTED
THAT IN ORDER TO KEEP THE TAX RATE WITHIN
REASONABLE BOUNDS SPECIAL ASSESSMENTS

SEE ITEM 13

6. Contents—continued FOR PUBLIC IMPROVEMENTS MUST BE LEVIED AGAINST ABUTTING + ADJACENT PROPERTIES. THE USUAL PROCEDURE IN THE MATTER OF LEVYING ASSESSMENTS FOR THE PAVING OF STREETS IS AS FOLLOWS: (1) BY THE FRONT FOOT RULE WHICH MEANS

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER: 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT: 11" X 8 1/2"
" " DRAWER: 11" X 14" X 24"

11. Location by dates and quantities 1 LETTER FOLDER IN FILE DRAWER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
N. E. CORNER, ROOM 306 MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
NO PREVIOUS RECORDS.
(Whether record is known to have been kept earlier than dates shown in item 8)

NOTE - FROM ITEM 6 -

THAT THE COST OF THE IMPROVEMENT IS DISTRIBUTED ACCORDING TO THE FRONTAGE OF THE PROPERTY ON THE STREET; (2) ACCORDING TO THE AREA - THAT IS, TAKING THE SUPERFICIAL AREA OF LOTS ABUTTING ON A STREET AND PROPORTIONING THE COST OF THE IMPROVEMENT EQUALLY; (3) BY THE ADVALOREM PROCESS - THAT IS TAKING THE ASSESSED VALUE OF EACH PIECE OF PROPERTY ON THE STREET AND PROPORTIONING THE COST ACCORDINGLY OF THESE THREE PROCEDURES THE FRONT FOOT SYSTEM IS ALMOST EXCLUSIVELY USED. THE SPECIAL PAVING TAX IS PAYABLE FOR TEN YEARS.

O'KEEFE TREGOR (Worker's full name) 11-29-1939 (Date) SERIAL # 10-K (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG ROOM # 306
(Name of building, room number, street address)

1. Title [AN AUDIT OF STATE ROADS COMMISSION]
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1929
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE APPENDIX
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents AN UNAUDITED STATEMENT OF THE STATE ROADS COMMISSION
(Purpose and general nature of record. Principal items of information

WHICH GIVES THE FOLLOWING DATA BALANCE OF FUNDS ON HAND-
shown. Summary of forms used in making record, their headings, etc. If a very

RECEIPTS OF LATERAL ROAD GAS TAX - ANTICIPATED ACCRUALS - BRIDGE
general or miscellaneous record, detailed information as to type of records

REVENUE 1/3 OF STATE BOND ISSUE - SPECIAL ROAD LOAN - GAS TAX REFUNDS -
contained and dates covered by each should be given. Unless contents of those

REPAYMENT BY UNITED RAILWAYS
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued DE EQUALIZATION COSTS - TOTAL RECEIPTS & ACCRUALS
LESS DIRECT CHARGES FOR COMPLETION OF CONTRACTS - CONTRACT
AWARDS - ESTIMATED COSTS MOVING TRACKS OF UNITED RWYS.
BALANCE OF FUNDS ON HAND
7. Arrangement CHRONOLOGICALLY BY DATE OF STATEMENT
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing TYPEWRITTEN ON PLAIN PAPER
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF FOLDER 9 1/2" x 12"
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
" REPORT 8 1/2" x 13"
" FILE DRAWER 11" x 14" x 24"
11. Location by dates and quantities IN FILE DRAWER N.E. CORNER ROOM # 306.
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
MUNICIPAL BLDG.
 cabinet, on floor)
12. Other information RECORDS & EQUIPMENT GOOD. PRIOR RECORDS IN
 (Condition of record if not good. Relation to other records.
VAULT.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

JB-TW-HAT-AW
(Worker's full name)

11-21-39
(Date)

10-L
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Look up
and see what
this
is.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION,
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. ROOM 306.
(Name of building, room number, street address)

1. Title (BITUMINOUS PAVEMENTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1919.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSIST OF A REPORT ON THE PRACTICAL POINTS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
OF BITUMINOUS STREET PAVING - BITUMINOUS PAVEMENTS,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
ESPECIALLY THOSE WITH FINE MATERIAL AGGREGATES,
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ARE SMOOTH, NON-PRODUCTIVE OF DUST, ALMOST
NOISELESS, WATER PROOF, NON-ABSORBENT,
AND EASY TO CLEAN - THEY ARE CAPABLE
OF WITHSTANDING AND SUSTAINING VERY
HEAVY TRAFFIC - AND ALSO LAST WELL UNDER

SEE ITEM 13

6. Contents—continued LIGHT TRAFFIC - THEY ARE EASY TO REPAIR AND KEEP CLEAN - BITUMINOUS PAVING IS NOT ADAPTED TO WATERFRONT STREETS BECAUSE THE MOISTURE WILL COME UP THROUGH THE CONCRETE AND DETERIORATE

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT,
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON PLAIN PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT 8 1/2" X 11"
" " FILE DRAWER 11" X 14" X 24"

11. Location by dates and quantities 1 FOLDER IN FILE DRAWER N.E. CORNER ROOM 306 MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
NO PRIOR RECORDS.
Whether record is known to have been kept earlier than dates shown in item 2)

NOTE - FROM ITEM 6

THE PAYEMENT FROM ITS UNDERSIDE, AFFECTING FIRST THE BINDER AND THEN THE TOP - BITUMINOUS PAVING MATERIALS - AND THE CONSTRUCTION - MUST BE CAREFULLY INSPECTED - SO THAT THE PROPER THICKNESS WILL BE MAINTAINED TO MEET TRAFFIC

13. (For use in Florida.) Early imprints CONDITIONS.
(Author) (Publisher)

(Place of publication) (Date of publication)

OKEEEE TREGOR
(Worker's full name)

11-28-1933
(Date)

SERIAL 10-M
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG ROOM # 306
(Name of building, room number, street address)

1. Title [AGREEMENT WITH UNITED RAILWAYS]
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1917
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE APPENDIX
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF AN AGREEMENT BETWEEN THE MAYOR AND CITY
(Purpose and general nature of record. Principal items of information

COUNCIL AND THE UNITED RAILWAYS & ELECTRICAL COMPANY FOR
shown. Summary of forms used in making record, their headings, etc. If a very

THE ADJUSTMENT OF VARIOUS ITEMS OF EXPENSE CONNECTED WITH
general or miscellaneous record, detailed information as to type of records

NEW IMPROVED PAVING IN THE RAILWAY AREA OF STREETS
contained and dates covered by each should be given. Unless contents of these

EXIST
WHERE THE FRANCHISE, ORDINANCE UNDER WHICH THE TRACKS
records are described by other Forms 12-13HR, such forms should be filled out

HAVE BEEN LAID AND MAINTAINED REQUIRE THESE COMPANIES
and attached)

NOTE
SEE ITEM #13

6. Contents--continued TO KEEP IN REPAIR, BUT DO NOT REQUIRE THEM TO REPAVE OR PAY THE COST OF NEW PAVING IN THIS CITY UNLESS TO EXCAVATE FROM THE SURFACE TO THE BOTTOM OF THE SPACE TO BE OCCUPIED BY THE NEW CONCRETE BASE AND REMOVE THE EXCAVATED MATERIAL.

7. Arrangement CHRONOLOGICALLY BY DATE OF MEETING.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER: 9 1/2" x 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" REPORT 13" x 8 1/2"
" FILE DRAWER: 11" x 14" x 24"

11. Location by dates and quantities IN FILE DRAWER, N.E. CORNER, ROOM 306,
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
MUNICIPAL BLDG.

12. Other information RECORDS & EQUIPMENT GOOD; PRIOR RECORDS IN VAULT.
(Condition of record if not good. Relation to other records.)

Information on prior, subsequent, or similar records. Whether record is known

THE UNITED RAILWAYS WILL EXCAVATE FROM BOTTOM OF CONCRETE
to have been kept earlier than dates shown in item 2)

BASE TO BOTTOM OF SPACE TO BE OCCUPIED BY BALLAST.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

NOTE - FROM ITEM #6

JB-TW-HAT-AW
(Worker's full name)

11-21-39
(Date)

10-N
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL BLDG., ROOM 306
(Name of building, room number, street address)

1. Title (SPECIAL PAVING TAX)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1916
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSIST OF A REPORT WITH REFERENCE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

TO ANTICIPATING THE COLLECTION OF A SPECIAL
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
PAVING TAX PROVIDED BY THE ACT OF 1912.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

CHAPTER 688, - AND AUTHORIZING THE
BORROWING OF MONEY, TO BE REPAYED
FROM THE PROCEEDS OF SAID TAX. IN ORDER
TO PROVIDE THE MAYOR AND CITY COUNCIL WITH
WITH THE NECESSARY FUNDS FOR THE COMPLETION

SEE ITEM 13

6. Contents—continued OF MODERNIZED PAVING THEY ARE AUTHORIZED TO ANTICIPATE THE REVENUE TO BE DERIVED FROM A SPECIAL TAX AND TO BORROW UPON NOTES A SUM NOT TO EXCEED \$1,000,000 IN ANY ONE YEAR AND NOT TO EXCEED 90% OF THE ESTIMATED REVENUE FROM SAID

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT,
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE,
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER,
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FOLDER 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT 8 1/2" X 11"
" " FILE DRAWER 11" X 14" X 24"

11. Location by dates and quantities IN FILE DRAWER N.E. CORNER ROOM 306 MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD,
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
NO PRIOR RECORDS.

Whether record is known to have been kept earlier than dates shown in item 2)

NOTE-FROM ITEM 6

SPECIAL TAX. THE PROCEEDS SHALL BE DEPOSITED WITH THE CITY REGISTER- INSTEAD OF OBTAINING LOANS, IF SO DESIRED, STOCK MAY BE ISSUED AND SOLD, NOT EXCEEDING \$1,000,000 IN ANY ONE YEAR AND WITH AN INTEREST RATE NOT EXCEEDING 5%- THE MONEY THUS REALIZED TO BE DEPOSITED

13. ~~(For use in Florida.)~~ Early imprints WITH THE CITY REGISTER
(Author) (Publisher)
AND PLACED TO THE CREDIT OF THE PAVING FUND-
(Date of publication)

J.B. - TW - HAT - AW -
(Worker's full name)

11-28-39
(Date)

-10-0
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND
Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION.
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL BLDG., ROOM 306.
(Name of building, room number, street address)

1. Title (GRANT TO UNITED RAILWAY + ELECTRIC CO)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1900.
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 LETTER FOLDER,
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents REPORT OF A MEETING HELD BY THE BALTIMORE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
COUNTY COMMISSIONERS ON MAY 15-1900
GRANTING PERMISSION TO THE UNITED RWYS-
+ ELECTRIC CO. TO CONNECT ITS DOUBLE TRACKS
WITH REVERSE CURVES AT THE CORNER OF EASTERN
AVE + THIRD ST IN THE VILLAGE OF HIGHLAND TOWN;
ALSO TO CONNECT ITS TRACKS ON BALTIMORE
ST; THIRD ST + LOMBARD ST. BY PUTTING

6. Contents—continued IN THE NECESSARY TRACK + CURVES
+ TO LAY AN ADDITIONAL TRACK ON EIGHTH
ST. + TO CONNECT SAME WITH THE NECESSARY
CURVES AT LOMBARD + 8TH STS. AND AT EASTERN
AVE. + 8TH ST. SUBJECT TO SPECIFICATIONS + MATERIALS-

7. Arrangement CHRONOLOGICALLY BY DATE OF MEETING,
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE,
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER,
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OFF FOLDER: 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT: 13" X 8 1/2"
" " FILE DRAWER: 11" X 14" X 24"

11. Location by dates and quantities IN FILE DRAWER N.E. CORNER,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 306; MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
PRIOR RECORDS IN VAULT,
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

WHITELEY-TREGOR-
(Worker's full name)

11-27-39.
(Date)

10-P
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY. State MARYLAND.
Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-306 MUNICIPAL-BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title (GRANTED TO BALTIMORE TRACTION COMPANY.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1892.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSIST OF REPORT OF A MEETING HELD ON MAY 3 1892 AT
(Purpose and general nature of record. Principal items of information

WHICH THE BALTIMORE COUNTY COMMISSIONERS ORDERED
shown. Summary of forms used in making record, their headings, etc. If a very

PERMISSION BE GRANTED THE BALTIMORE TRACTION COMPANY,
general or miscellaneous record, detailed information as to type of records

THE SUCCESSORS OF THE PIMLICO AND PIKESVILLE RAIL-
contained and dates covered by each should be given. Unless contents of these

ROAD COMPANY, TO USE WHAT IS KNOWN AS THE TROLLEY SYS-
records are described by other Forms 12-13HR, such forms should be filled out

TEM FOR PROPELLING ITS PASSENGER CARS FROM
and attached)

CONTINUED--SEE ITEM 13.

6. Contents--continued BALTIMORE-CITY-TO-PIKESVILLE-AND-TO-ERECT-POLES
AND-STRING-WIRES-NECESSARY-FOR-THAT-PURPOSE-AND-IN-ALL-RESPECTS
TO-CONFORM-TO-THE-REQUIREMENTS-OF-SECTION-234-OF-ARTICLE-23
OF-THE-GENERAL-CODE-LEAVE-WAS-ALSO-GRANTED-TO-LAY-TRACKS-AND

7. Arrangement CHRONOLOGICALLY-BY-DATE-OF-MEETING.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size OF-FOLDER-9 1/2" X 12"-OF-REPORT-8 1/2" X 11"-OF-FILE-DRAWER-
(Of record or container. Height, width, thickness or depth. Average number of
11" X 14" X 24"
pages or documents)

11. Location by dates and quantities IN-FILE DRAWER-NORTH-EAST-CORNER
(Room, vault, wall--N.E.S.W., section, bin, shelf,
ROOM-306 MUNICIPAL-BUILDING.
cabinet, on floor)

CONTINUED--FROM ITEM 6

12. Other information RECORDS-AND-EQUIPMENT-GOOD-(NO PRIOR RECORDS.)
(Condition of record if not good. Relation to other records.)

ERECT-POLES-AND-WIRES-IN-BELVEDERE AVENUE FROM-THE-GENTLEMEN'S
Information on prior, subsequent, or similar records. Whether record is known

DRIVING-PARK-TO-THE-REISTERTOWN TURNPIKE-TO-CONNECT WITH
to have been kept earlier than dates shown in item 2)

TRACKS-ON-PARKHEIGHTS AVENUE-SUBJECT-TO-THE-RESTRICTIONS-AND
PROVISIONS-HERE-IN-BEFORE-SPECIFIED.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

WALL-TREGOR

(Worker's full name)

11/27/39

(Date)

10-9

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. N.W.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY,

State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 306.
(Name of building, room number, street address)

1. Title (PERMISSION TO LAY TRACKS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1876.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LETTER FOLDER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF A REPORT OF A MEETING HELD BY THE BOARD
(Purpose and general nature of record. Principal items of information

OF BALTIMORE COUNTY COMMISSIONERS ON OCTOBER 24, 1876 AT

shown. Summary of forms used in making record, their headings, etc. If a very

WHICH IT WAS ORDERED THAT PERMISSION BE GIVEN TO THE BALTIMORE
general or miscellaneous record, detailed information as to type of records

PIMLICO AND PIKESVILLE RY. TO LAY TRACKS AND IRON RAILWAYS OVER WOOD-
contained and dates covered by each should be given. Unless contents of these

BERRY LANE TO UNION AVENUE ALONG SAID AVENUE TO THE FALLS TURNPIKE AND

THAT PERMISSION BE ALSO GIVEN TO SAID COMPANY TO OPERATE THEIR RAIL-
records are described by other Forms 12-13HR, such forms should be filled out

ROAD OVER A PUBLIC ROAD COMMONLY KNOWN AS PARK HEIGHTS AVENUE.
and attached)

6. Contents--continued _____

7. Arrangement **NONE.**
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing **NONE.**
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing **TYPE WRITTEN ON PLAIN PAPER.**
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size **OF FOLDER: 9 1/2" X 12"**
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)
" " **REPORT: 8 1/2" X 11"**
" " **FILE DRAWER: 11" X 14" X 24"**

11. Location by dates and quantities **IN FILE DRAWER N.E. CORNER, ROOM 306,**
(Room, vault, wall--N.E.S.W., section, bin, shelf,
MUNICIPAL BUILDING.
cabinet, on floor)

12. Other information **RECORDS AND EQUIPMENT GOOD. NO PRIOR RECORDS.**
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

JB-TW-HAT-AW-
(Worker's full name)

11-20-39
(Date)

10-R
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND,
Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION.
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL BLDG. - ROOM 306.
(Name of building, room number, street address)

1. Title (ANNEX & PAVING COMMISSION ACT)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1729.
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 LETTER FOLDER.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling GENERAL MISCELLANEOUS - SEE ADDENDA -
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A REPORT GIVING AN HISTORICAL SURVEY
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
AS TO HOW THE BUREAU OF HIGHWAYS WAS EVOLVED FROM A MEETING HELD ON DECEMBER 1-1729 - AT WHICH TIME FOUR OF THE SEVEN COMMISSIONERS OF BALTIMORE TOWN MET AND ARRANGED TO MEET THE SURVEYOR OF BALTIMORE COUNTY TO GIVE HIM DIRECTIONS FOR LAYING OUT THE ORIGINAL SIXTY ACRES OF BALTIMORE TOWN INTO SIXTY LOTS WITH CONVENIENT STREETS - LANES - & ALLEYS - FROM THIS TIME UNTIL 1797 WHEN THE CITY OF BALTIMORE WAS INCORPORATED THE HIGHWAYS - STREETS - LANES - ETC -

SEE ITEM 13

- 6. Contents—continued WERE CONDEMNED- OPENED- WIDENED- BUILT + MAINTAINED
BY THE COMMISSIONERS OF BALTIMORE TOWN WHEN THEY WERE SUCCEEDED BY
THE CITY COMMISSIONERS OF BALTIMORE CITY - ORDINANCE # 26- APPROVED
APRIL 3- 1866 PROVIDED FOR THE APPOINTMENT OF THREE COMMISSIONERS
FOR OPENING STREETS FOR THE PURPOSE OF OPENING- LAYING OUT- WIDENING
- 7. Arrangement CHRONOLOGICALLY BY DATE OF MEETING.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)
- 8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
- 9. Writing TYPEWRITTEN ON PLAIN PAPER
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
- 10. Size OF FOLDER 9 1/2" X 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " REPORT 13" X 8 1/2"
" " DRAWER 11" X 14" X 24"
- 11. Location by dates and quantities 1 FOLDER IN FILE DRAWER N. E. CORNER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 306 MUNICIPAL BLDG -
- 12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
NO PRIOR RECORDS
Whether record is known to have been kept earlier than dates shown in item 2)

NOTE - FROM ITEM 6

OR STRAIGHTENING OR CLOSING ANY STREET- LANE - OR - ALLEY - ON DIRECTION
OF THE MAYOR + CITY COUNCIL BY ORDINANCE. IMPROVED PAVING WAS LAID
IN BALTIMORE FOR THE FIRST TIME ABOUT THE YEAR 1867 OR 1868 - THE YEAR
1880 WITNESSED ANOTHER VERY IMPORTANT EVENT IN THE HISTORY OF
IMPROVED PAVING IN BALTIMORE BEING THE ADOPTION OF THE POLICY TO
PROVIDE BY LOANS FOR IMPROVED PAVEMENTS. THESE PAVING LOANS WERE
SUBMITTED TO THE PEOPLE FOR
13. (For use in Florida) Early imprints RATIFICATION AND UPON APPROVAL WERE AUTHORIZED
(Author) (Publisher)
BY ORDINANCES. THE CITY PAID 1/3 OF THE PAVING COST AND THE ABUTTERS
(Place of publication) (Date of publication)
TWO THIRDS. THE PAVING COMMISSION WAS ORGANIZED IN 1911 AND GIVEN
AUTHORITY TO ACT UNDER ANY PLAN IT DEEMED BENEFICIAL TO THE
CITIZENS OF BALTIMORE - AFTER MAKING A SURVEY OF THE CITY IT WAS

ADDENDA - BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION (1 of 2) # 10-R

DECIDED TO ADOPT A SPECIAL PAVING TAX WHICH PRODUCED ABOUT ONE THIRD OF THE TOTAL COST OF PAVING. ON MARCH 24. 1900 THE CITY COMMISSIONER WAS SUCCEEDED BY THE CITY ENGINEER AND IN 1915 THE CITY ENGINEER WAS SUCCEEDED BY THE HIGHWAYS ENGINEER AT WHICH TIME WAS ESTABLISHED THE DEPARTMENT OF PUBLIC IMPROVEMENTS - ON MAY 31. 1911 THE PAVING COMMISSION WAS ORGANIZED AND INSTRUCTED TO GRADE - CURB - PAVE - OR - REPAVE ALL PUBLIC LANES - ALLEYS - STREETS - OR - HIGHWAYS - ASSESSING THE COST OF SUCH WORK AGAINST THE ABUTTING PROPERTY - IN 1915 THE CITY ENGINEER WAS SUCCEEDED BY THE HIGHWAYS ENGINEER IN ACCORDANCE WITH THE ACTS OF THE GENERAL ASSEMBLY OF 1914 CREATING THE DEPARTMENT OF PUBLIC IMPROVEMENTS THE HIGHWAYS ENGINEER ASSUMING THE DUTIES OF THE CHIEF ENGINEER EXCEPT THE DUTIES OF THE CHIEF ENGINEER OF THE PAVING COMMISSION WHICH WERE VESTED IN THE CHIEF ENGINEER OF BALTIMORE - WHEN THE DEPARTMENT OF PUBLIC WORKS WAS CREATED IN 1925 THE DUTIES OF THE PAVING COMMISSION AND THE HIGHWAYS ENGINEER WERE CO-ORDINATED IN THE BUREAU OF HIGHWAYS IN ACCORDANCE WITH CHAPTER 418 OF THE ACTS OF THE GENERAL ASSEMBLY OF 1924 -

Wall

3/18/40

11

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 THE HISTORICAL RECORDS SURVEY: 1937
 1734 NEW YORK AVE. NW.
 Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Highways Construction Division
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Building, Room 305
(Name of building, room number, street address)

1. Title (Blue print drawings of Park roads system and special work in various parts of Baltimore City)
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1935-
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Enclosed cabinet
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Cabinet not labeled
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents Blue print drawings of grading and paving work of various parks, roads, and special work of grading and paving on other city property by W.P.A. detail drawings of area bounded by Woodland, Homer and Virginia avenues; graphs of viscosity tests; wind directions; landscape and plans of various roads other than parks
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents--continued

7. Arrangement In no particular other than labeling on rolled drawings.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing none
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing Blue prints
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size of enclosed cabinet 50" X 48" X 18", approx 94 rolls.
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities Enclosed cabinet in north east corner
(Room, vault, wall--N.E.S.W., section, bin, shelf,

of room 305
cabinet, on floor)

12. Other information Record good.
(Condition of record if not good. Relation to other records.

Information on prior, subsequent, or similar records. Whether record is known

to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication)

(Date of publication)

ADDENDA - CONSTRUCTION-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|---|
| 1 | BLUE PRINT LABELED EXHIBIT-"A" - SPONSORS PROPOSAL NUMBER 218 |
| 1 | " " " " "B" - " " " -218 |
| 1 | " " " " "C" - " " " -218 |
| 1 | " " " " "D" - " " " -218 |
| 1 | " " " " "E" - " " " -218 |
| 1 | " " " " "F" - " " " -218 |
| 4 | " " " " LAKE MONTEBELLO ROAD. |
| 1 | " " " " HAWKINS POINT ROAD. |
| 1 | " " " " NEGATIVES OF PARKS. |
| 1 | " " " " LANDSCAPE AND PLANS OF LOCH RAVEN ROAD. |
| 1 | " " " " 39 th AND UNIVERSITY. |
| 1 | " " " " AREA-BOUNDED-BY-WOODLAND, HOMER, AND VIRGINIA AVES. |
| 1 | " " " " WILKENS AVE-AND-BRUNSWICK ST. |
| 1 | " " " " GRAPH. OF-VISCOSITY-TESTS. |
| 1 | " " " " KANE ST. AND BAYVIEW AVE. |
| 4 | " " " " DRUID HILL PARK. |
| 1 | " " " " HAWKINS POINT, MARLEY NECK, PENNINGTON AVE. |
| 1 | " " " " PATTERSON PARK. |
| 4 | " " " " CARROLL PARK. |
| 1 | " " " " ORLEANS AND PHILADELPHIA ROAD. |
| 7 | " " " " GWYNN FALLS PARK. |
| 5 | " " " " CLIFTON PARK. |
| 6 | " " " " HILLSDALE, HANLON, WYMAN PARK, HALLS SPRINGS. |
| 1 | " " " " N. S. LIBERTY HEIGHTS. |
| 2 | " " " " PLATE OF PUBLIC PARKS. |
| 4 | " " " " FORT SMALLWOOD AND MT. PLEASANT PARK. |

(CONTINUED)

ADDENDA- CONSTRUCTION DIVISION - BUREAU OF HIGHWAYS

- 6 BLUE PRINTS LABELED EXHIBIT - PROPERTY - N.S. - LIBERTY HEIGHTS.
- 1 " PRINT " " - LAKEWOOD, BELNORD, HOFFMAN, GROCERAN AVES & VICINITY.

(WHITE PRINTS.)

- 6 WHITE-PRINTS- PATTERSON PARK.
- 6 " " - GWYNN-FALLS-PARK.
- 1 " " - EAST DRIVE OF ART MUSEUM.
- 7 " " - CLIFTON PARK.
- 1 " " - WIND DIRECTION.
- 6 " " - DRUID HILL PARK.
- 6 " " - CARROLL PARK.

RECEIVED
 JAN 10 1911
 BUREAU OF HIGHWAYS
 STATE OF NEW YORK

Wall

3/18/40

12

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 THE HISTORICAL RECORDS SURVEY: 1937
 1734 NEW YORK AVE. NW.
 Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Highways Construction Division
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Building Room 305
(Name of building, room number, street address)

1. Title (W.P.A. Weekly Progress Reports)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Drawer labeled W.P.A. Weekly Reports
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents Weekly reports of work completed by W.P.A. under
(Purpose and general nature of record. Principal items of information

supervision of Bureau of Highways include weekly
shown. Summary of forms used in making record, their headings, etc. If a very

reports of grading and paving of streets and alleys; weekly
general or miscellaneous record, detailed information as to type of records

progress reports of bridge construction; weekly reports of various
combined and dates covered by each should be given. Unless contents of these

work done in Baltimore City Parks; record of materials purchased
and materials received on W.P.A. projects; W.P.A. Progress and

completion schedule.
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued

7. Arrangement Chronologically by date of report.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing none.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing Typed on printed forms; typed on printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size of drawer 11" X 13" X 24" approx 6000 documents.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities On south wall in room 305
(Room, vault, wall--N.E.S.W., section, bin, shelf,
cabinet, on floor)

12. Other information Record good. no prior record.
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Wall

3/18/40

13

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 THE HISTORICAL RECORDS SURVEY: 1937
 1734 NEW YORK AVE. NW.
 Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~London~~ Baltimore City. State Maryland.
 Name of agency or office Bureau of Highways Construction Divisions.
 (Office of custody) (Office which made the record, if different)
 Address of office of custody Municipal Building, Room 306.
 (Name of building, room number, street address)

1. Title (Street Releases)
 (Give present full title in quotes; assigned title, if any, in brackets.
 If record has had other titles, list them with dates or quantities or both)
2. Dates 1926--
 (Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 4 steel file drawers.
 (Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Drawers labeled as follows, contracts Highways (SEE ITEM 12)
 (Explain fully; years; numbers; letters; number of records so labeled.)
5. Discontinued and missing records none
 (If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
 missing, if possible)

6. Contents Record of under-ground structures placed in streets, in
 (Purpose and general nature of record. Principal items of information
advance of paving by various bureaus and public utility companies,
 shown. Summary of forms used in making record, their headings, etc. If a very
giving the name of bureau or utility company, description of
 general or miscellaneous record, detailed information as to type of records
work done in advance of paving, date work completed and
 contained and dates covered by each should be given. Unless contents of these
notation street released for paving.
 records are described by other forms 12-13HR, such forms should be filled out
 and attached)

6. Contents--continued _____

7. Arrangement chron. by date of release under each contract.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing none.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size of file drawer 6" x 8" x 14" of card 6" x 8". approx. 4000 cards.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities on top of desk in north east corner of room 306.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
cabinet, on floor)

12. Other information Record good.
(Condition of record if not good. Relation to other records.

Information on prior, subsequent, or similar records. Whether record is known
(W.P.A.-P.W.A. State Roads 639-B.C. 127, S.B. 129, W.P.A. 92) contracts 500-638 state
to have been kept earlier than dates shown in item 2)

roads contract S.B. 84, miscellaneous streets not under contracts;
old miscellaneous contracts 341-499, cards prior to 341 transferred to

13. (For use in Florida.) Early imprints archives March 28, 1932.
(Author) (Publisher)

(Place of publication) (Date of publication)

ADDENDA. - 306-MUNICIPAL-BUILDING. - 3rd FLOOR.

BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION

| | | | |
|--------|--------|----------------------------|---|
| 1-FILE | DRAWER | LABELED-CONTRACTS-HIGHWAYS | (W.P.A.-P.W.A.-STATE-ROADS-639-B.C.-127) W.P.A.-92. B.C.-129 |
| 2- " | " | " | " -500-638-STATE-ROADS-CONTRACTS-B.C.84- A |
| 3- " | " | " | MISCELLANEOUS-STREETS-NOT-UNDER-CONTRACTS, TO-341-TRANSFERRED-TO-ARCHIVES-MAR.28.1932. |
| 4- " | " | " | OLD-MISCELLANEOUS-CONTRACTS-341-499-CARDS PRIOR- |

[Faint, mostly illegible handwritten notes and signatures]

[Large handwritten signature]

[Faint handwritten notes]

1. File Drawer

1. ...

1. ...

WHITELEY-WALL.
(Worker's full name)

1-2-40
(Date)

14
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~██████████~~ BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-306-MUNICIPAL-BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title SKETCHES-AND-AGREEMENTS.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1922--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 9-FILE-DRAWERS-(SEE ADDENDA-ATTACHED.) APPROX 500-SKETCHES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SKETCHES-OF-STREETS-AND-ALLEYS-TO-BE-PAVED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents PERTAINS TO SKETCHES OF STREETS TO BE PAVED
(Purpose and general nature of record. Principal items of information

By CONTRACT UNDER SUPERVISION OF BUREAU OF HIGHWAYS.
shown. Summary of forms used in making record, their headings, etc. If a very

AND CONSTRUCTION DIVISION RECORD SHOWS WORK TO BE
general or miscellaneous record, detailed information as to type of records

PERFORMED ON 50/50 AGREEMENT BETWEEN CITY OF
contained and dates covered by each should be given. Unless contents of these

BALTIMORE AND CONTRACTOR ON PAVING OF STREETS,
records are described by other Forms 12-13HR, such forms should be filled out

AND ALLEYS UNDER SUPERVISION OF BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(and attached)

6. Contents--continued _____

7. Arrangement ALPHABETICALLY-BY-CONTRACTS.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing SKETCHES-IN-INK-BY-HAND.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF FILE-DRAWERS-18"X10"X3/4"-SIZE-OF-SKETCHES-8"X8"-(APPROX-500-SKETCHES)
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities SOUTH SIDE-OF-WALL ROOM-306-MUNICIPAL-
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING-3RD FLOOR.
 cabinet, on floor)
12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT-3RD FLOOR.)
 (Condition of record if not good. Relation to other records.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

ROOM-306-MUNICIPAL-BUILDING.—3rd FLOOR.

CONSTRUCTION-DIVISION—BUREAU-OF-HIGHWAYS.

| | |
|--|---|
| TITLE. | SKETCHES-AND-AGREEMENTS. |
| DATE. | 1922--- |
| QUANTITY. | 9-FILE-DRAWERS-(SEE-ADDENDA-ATTACHED.) ^{SKETCHES} APPROX-500- ⁴ |
| LABELING. | SKETCHES-OF-STREETS-AND-ALLEYS-TO-BE-PAVED. |
| Dis. - ^A / _B -MISS. REC. | NONE. |
| ARRANGEMENT. | ALPHABETICALLY-BY-CONTRACTS. |
| INDEXING. | NONE. |
| WRITING. | SKETCHES-IN-INK-BY-HAND. |
| SIZE. | OF FILE DRAWER-18"x10"x 3 1/2"-SIZE OF SKETCHES-8"x8". |
| LOCATION. | SOUTH-SIDE-OF-ROOM-306-MUNICIPAL-BUILDING-3 rd FLOOR |
| INFORMATION. | RECORDS GOOD.(PRIOR RECORDS IN VAULT-3 rd FLOOR.) |

CONTENTS; PERTAINS TO SKETCHES OF STREETS TO BE PAVED BY CONTRACT UNDER SUPERVISION OF BUREAU-OF-HIGHWAYS AND CONSTRUCTION-DIVISION. RECORD SHOWS WORK TO BE PERFORMED ON- 50^{AND} 50 AGREEMENT BETWEEN CITY OF BALTIMORE AND CONTRACTOR- ON PAVING OF, STREETS, AND, ALLEYS. UNDER SUPERVISION OF BUREAU-OF HIGHWAYS AND, CONSTRUCTION DIVISION.

ADDENDA - ROOM - 306 - MUNICIPAL - BUILDING. 3rd FLOOR.

CONSTRUCTION - DIVISION - BUREAU - OF - HIGHWAYS.

1 - DRAWER - LABELED - A. B. C. D.

1 - " - " - N.

1 - " - " - LOCATION - OF - SKETCHES.

1 - " - " - E. F. G. H. I. J.

1 - " - " - O. P. Q. R.

1 - " - " - BLANK.

1 - " - " - K. L. M.

1 - " - " - S. T. U. V. W. X. Y. Z.

1 - " - " - BLANK.

Wall

3/16/40

15-a

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Highways, Construction Division
(Office of custody) (Office which made the record, if different)
Address of office of custody Municipal Building, Room 306
(Name of building, room number, street address)

1. Title (W.P.A. Miscellaneous and Airport Reports)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Wooden file drawer
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Drawer labeled Releases 1938-1939
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents In front of drawer 1 folder labeled W.P.A. miscellaneous
(Purpose and general nature of record. Principal items of information

and airport contains laboratory analyses reports of the
shown. Summary of forms used in making record, their headings, etc. If a very
materials used in the construction of Municipal Airport by
general or miscellaneous record, detailed information as to type of records

W.P.A. showing date, amount and description of materials
contained and dates covered by each should be given. Unless contents of these
contracted for; name of contractor, contract number; kind of
service; amounts of materials delivered with dates, balance to be
records are described by other Forms 12-13HR, such forms should be filled out

delivered, delivery address and project number,
and attached)

6. Contents--continued

7. Arrangement Chronologically by date of report.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None.
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing Typed and handwritten on mimeographed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size of drawer 11"X13"X24" approx. 60 documents.
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities Cabinet in north east corner of room 306.
(Room, vault, wall--N.E.S.W., section, bin, shelf,

cabinet, on floor)

12. Other information Records good.
(Condition of record if not good. Relation to other records.

Information on prior, subsequent, or similar records. Whether record is known

to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

_____ (Place of publication) _____ (Date of publication)

Wall

3/16/40

15-B

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 THE HISTORICAL RECORDS SURVEY: 1937
 1734 NEW YORK AVE. NW.
 Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
 Name of agency or office Bureau of Highways, Construction Division
(Office of custody) (Office which made the record, if different)
 Address of office of custody Municipal Building Room 306
(Name of building, room number, street address)

1. Title (Streets paved by W.P.A.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1938-
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Wooden file drawer
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Drawer labeled "Releases 1938-1939"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents Filed in same drawer containing W.P.A. miscellaneous
(Purpose and general nature of record. Principal items of information
and airport reports; Daily reports of paving and grading of
shown. Summary of forms used in making record, their readings, etc. If a very
various streets by W.P.A. under supervision of Bureau of
general or miscellaneous record, detailed information as to type of records
Highways; show W.P.A. project number, sponsor's number,
contained and dates covered by each should be given. Unless contents of those
date, number of cubic yards of grading, number of cubic yards
of grading completed, number of cubic yards to complete job;
of grading completed, number of cubic yards to complete job;
records are described by other forms 12-13HR, such forms should be filled out
name and location of street; also gives number of cubic yards of
and attached)

6. Contents--continued paving completed, number of cubic yards of paving to complete job; amount of material used in concrete for this day.
7. Arrangement Chronologically by date of report.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing None.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing Typed on plain paper.
(Handwritten, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head, Printed, Photostat, Other. Give months and years covered by each kind of writing)
10. Size of drawer 11"X13"X34" approx. 1000 Reports.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities cabinet in North East corner of Room 306.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information Record good.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Cliff Griffin
(Warrior's full name)

3-16-40
(Date)

15-C.
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*

Name of agency or office *Bureau of Highways*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Municipal Building*
(Name of building, room number, street address)

1. Title *(W. P. A. Parks Progress)*
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates *1939 -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Wooden file drawer*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *Drawer labeled Releases, 1938-1939.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *None*
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents *Filed in same drawer containing*
(Purpose and general nature of record. Principal items of information

W. P. A. miscellaneous and airport
shown. Summary of forms used in making record, their headings, etc. If a very

Weekly progress reports of W. P. A.
general or miscellaneous record, detailed information as to type of records

work done in various parks in
contained and dates covered by each should be given. Unless contents of these

Baltimore City under supervision of
records are described by other Forms 12-13HR, such forms should be filled out

Bureau of Highways, gives the name,
(and attached)

6. Contents--continued of park, classification and description of work, date started, date completed, number of square yards and description of work
 (See line 12)
7. Arrangement Chron. by date of report.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing None.
 (Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing Typed, on printed form.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size Size of drawer 11" x 13" x 2.4" approx. 1000 reports.
 (Of record or container. Height, width, thickness or depth. Average number of pages of documents)

11. Location by dates and quantities Cabinet in north east corner of room # 316
 (Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information done, U.P.A. project number, name of supervisor and signature of clerk making report.
 (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

T.W - A.P.W. - H.A.T.
(Worker's full name)

12-4-39.
(Date)

16
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-305 MUNICIPAL BUILDING-3RD FLOOR.
(Name of building, room number, street address)

1. Title "REQUISITION FOR WORKERS"
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 FILE DRAWERS CONTAINING 146 LETTER FOLDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling W.P.A. FILE PROPOSALS NUMBERS 32 TO 159 (NUMBER 4 FILE)
DRAWER-LABELED PROPOSALS ASSISTANT-HIGHWAYS ENGINEER
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF REQUISITION FROM W.P.A. TO NATIONAL EM-
(Purpose and general nature of record. Principal items of information

PLOYMENT SERVICE TO SUPPLY WORKERS TO WORK ON W.P.A.
shown. Summary of forms used in making record, their headings, etc. If a very

PROJECT RECORDS SHOWS SPONSOR'S PROPOSAL NUMBER REQUISITION FOR WORKERS
general or miscellaneous record, detailed information as to type of records

REQUISITION NUMBER DATE REQUISITION FROM W.P.A. ADDRESS TO NATIONAL
contained and dates covered by each should be given. Unless contents of those

EMPLOYMENT SERVICE AT ADDRESS TO SUPPLY WORKERS FOR PROJECT NUMBER
records are described by other Forms 12-13HR, such forms should be filled out

LOCATED IN BALTIMORE MARYLAND. DESCRIPTION
and attached)

6. Contents--continued OF PROJECT FOR BUREAU OF HIGHWAYS TO INSTALL GUTTERS AND CONSTRUCTING CONCRETE CURB. STATUS OF LABORERS, WAGE CLASS, NUMBER OF WORKERS, SEX, NAME OF WORKERS, DATE TO REPORT FOR WORK, HOUR TO REPORT, PLACE TO REPORT.
7. Arrangement - CHRONOLOGICALLY - BY DATE OF REQUISITION.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing SELF CONTAINED.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPE WRITTEN ON PRINTED FORMS - W.P.A. FORM - 401
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) TO FOLDER.
10. Size OFFICE DRAWER 12"x14"x26" - SIZE OF FOLDER 12"x10" APPROX. 100 FORMS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities 2 FILED DRAWERS CONTAINING 146 LETTER FOLDERS IN CABINET SOUTH WALL OF ROOM 305 MUNICIPAL BUILDING 3RD FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORDS AND EQUIPMENT GOOD. (NO PRIOR RECORDS)
(Condition of record if not good. Relation to other records.)
THIS FORM INAUGURATED IN YEAR 1937. THESE FOLDERS ALSO CONTAINED REQUISITION FOR PURCHASE OF MATERIAL.
Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

A.P.W. T.W. - H.A.T.
(Worker's full name)

12/1/39
(Date)

17
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 305
(Name of building, room number, street address)

1. Title (REQUISITIONS FOR PURCHASE)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 FILE DRAWER CONTAINING 146 LETTER FOLDERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (W.P.A. FILE PROPOSALS, NO. 37-159) PROPOSALS ASST. HIGHWAYS ENGINEER
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF REQUISITION FOR PURCHASE OF MATERIALS TO BE USED ON W.P.A. PROJECTS. RECORD SHOWS SPONSOR'S PROPOSAL NUMBER, DATE, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by REQUISITION NUMBER FROM AUTHORIZED ADMINISTRATIVE OFFICIAL AT BALTIMORE MARYLAND TO PROCUREMENT OFFICER U.S. TREASURY DEPARTMENT. AND SHOWS SHIPPING INSTRUCTIONS, DATE DELIVERY REQUIRED. BODY OF FORM SHOWS ITEM NUMBER, DESCRIPTION OF MATERIAL PURCHASED, NUMBER OF UNITS, UNIT, UNIT PRICE, TOTAL AMOUNT OF CHARGE AND NOTE STATING MATERIAL IS TO BE USED AT SPECIFIED LOCATION OF PROJECT.

6. Contents—continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF REQUISITION,
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing SELF CONTAINED,
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing TYPEWRITTEN COPIES ON PRINTED FORMS,
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER 12X14X26 OF FOLDER 12X10 APPROX 200 FORMS IN
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

EACH FOLDER

11. Location by dates and quantities 146 LETTER FOLDERS IN FILE DRAWERS IN CABINET²
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 305. (SOUTH SIDE) MUNICIPAL BUILDING.

12. Other information RECORD AND EQUIPMENT GOOD—NO PRIOR RECORDS—THIS IS A
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

NEW FORM INAUGURATED IN YEAR 1937.

(Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____

(Author)

(Publisher)

(Place of publication)

(Date of publication)

A.P.W. - T.W. - H.A.T.
(Worker's full name)

12/5/39
(Date)

18
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS CONSTRUCTION DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 305-306.
(Name of building, room number, street address)

1. Title (MAPS OF BALTIMORE CITY, FORT SMALLWOOD, MT. PLEASANT)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1935--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 8 MAPS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE APPENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF MAPS OF BALTIMORE CITY, FORT SMALLWOOD, MT. PLEASANT,
(Purpose and general nature of record. Principal items of information)

THEY ARE USED FOR REFERENCE TO PAVING THAT HAS BEEN COMPLETED IN VARIOUS
shown. Summary of forms used in making record, their headings, etc. If a very

LOCALITIES OF BALTIMORE CITY AND SUBURBAN DISTRICTS. MAP SHOWS MAP
general or miscellaneous record, detailed information as to type of records

OF BALTIMORE CITY STREETS PAVED WITH THE IMPROVED PAVING TO DATE NAME
contained and dates covered by each should be given. Unless contents of these

OF MAYOR, CHIEF ENGINEER, HIGHWAYS ENGINEER, STREETS PAVED PRIOR TO DATE,

STREETS PAVED BY BUREAU OF HIGHWAYS WITH W.P.A. FUNDS, PUBLIC LANDS, PARKS, TUNNELS,
records are described by other Forms 12-13HR, such forms should be filled out

RAILROADS, BRIDGES, ELECTRIC RAILWAYS, SCHOOLS, ENGINE HOUSES AND OTHER
and attached)

6. Contents--continued PROPERTIES OF BALTIMORE CITY. THEY ALSO SHOW U.S. GOVERNMENT BUILDINGS.
SCALE OF MILES PAVED AND TOTAL SMOOTH MILES PAVED, FOR EACH YEAR FROM 1920 TO 1937
ALSO SHOWS SCALE 1"-2000 FT. MAP ALSO SHOWS A CODE IN COLORS AS LOCATIONS OF
ROUGH GRADING, STREETS TO BE DOUBLE TREATED, ROCK EXCAVATIONS, IMPROVING PUBLIC
7. Arrangement ALPHABETICALLY A TO Z,
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing MAPS.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF MAPS 30 X 40"
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities 8 MAPS FILED IN GLASS CLOSET WEST SIDE OF ROOM 305.
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
 cabinet, on floor)
12. Other information RECORD GOOD. PRIOR MAPS IN VAULT 3RD FLOOR.
 (Condition of record if not good. Relation to other records.
PARKS AND SHOWING PROJECT NUMBER.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

SEE ITEM 6

ADDENDA - CONSTRUCTION DIVISION - BUREAU OF HIGHWAYS, ROOM 305, MUNICIPAL BUILDING.

- 1 MAP LABELED - EXHIBIT A - SPONSOR'S PROPOSAL # 218
- 1 " " " B - " " " # 218
- 1 " " " C - " " " # 218
- 1 " " " D - " " " # 218
- 1 " " " E - " " " # 218
- 1 " " " F - " " " # 218

1 MAP LABELED - SHOWING FT. SMALLWOOD AND MT. PLEASANT STREET

1 MAP LABELED - SHOWING CITY OF BALTIMORE

T. W. - A. P. W. - H. A. T.
(Worker's full name)

12-7-39.
(Date)

19
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

~~██████~~ BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS CONSTRUCTION DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-306 MUNICIPAL BUILDING, 3RD FLOOR.
(Name of building, room number, street address)

1. Title "MAP OF BALTIMORE CITY."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1927 To 1930 INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 WALL MAP IN FRAME.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling MAP OF BALTIMORE CITY-1927 TO 1930.
(Explain fully; years/numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONSISTS OF MAP OF BALTIMORE CITY AND MAINTAINED FOR REFER-
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

ENCE TO STREETS PAVED WITH IMPROVED PAVEMENT MAP SHOWS STREETS
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

PAVED WITH IMPROVED PAVING DONE BY BUREAU OF HIGHWAYS, STATE ROADS
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

COMMISSION AND VARIOUS ORGANIZATIONS, ALSO SHOWS YEARLY AMOUNT

OF MILEAGE OF PAVING LAID ALSO THE TOTAL OF MILES OF PAVING

LAID FOR THE YEARS FROM 1927 TO 1930 INCLUSIVE. NOTATIONS AS STREETS

ARE
PAVED, MARKED IN RED.

6. Contents—continued _____

7. Arrangement NONE
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PRINTED MAP.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF MAP. 36" X 48"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 MAP IN FRAME NORTH SIDE OF ROOM 306 MUNI-
CIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD AND EQUIPMENT GOOD. (PRIOR RECORDS FILED IN
VAULT 3RD FLOOR MUNICIPAL BUILDING.)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

6. Contents—continued _____

7. Arrangement ALPHABETICALLY-BY-NAME OF STREET.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing THIS AN INDEX.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing TYPE WRITTEN ON RULED CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER 5 1/2" X 4" X 15', SIZE OF CARD 3" X 5' APPROX. 1500 CARDS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 FILE DRAWER NORTH SIDE OF ROOM 306 ON TOP
OF FILE CABINET-3RD FLOOR MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD. NO PRIOR RECORDS.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

SEE SERIAL NO. 65

13. (For use in Florida.) Early imprints _____

(Author)

(Publisher)

(Place of publication)

(Date of publication)

A. P. W-T. W. - HAT
(Worker's full name)

12/8/39
(Date)

21
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 306
(Name of building, room number, street address)

1. Title (INDEX FOR CORRESPONDENCE)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1920-1928 INCLUSIVE
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 FILE DRAWERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (1) FILE DRAWER CORRESPONDENCE 1920-1921 1922-1928
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records THIS RECORD OBSOLETE SINCE YEAR 1928.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF INDEX CARDS PERTAINING TO CORRESPONDENCE BE-
(Purpose and general nature of record. Principal items of information

TWEEN VARIOUS BUREAUS OF DEPARTMENT OF PUBLIC WORKS AND CONSTRUCTION
shown. Summary of forms used in making record, their headings, etc. If a very

DIVISION OF THE BUREAU OF HIGHWAYS AND MAINTAINED FOR REFERENCE
general or miscellaneous record, detailed information as to type of records

AS THE CORRESPONDENCE HAS BEEN DESTROYED FOR THE PERIOD OF
contained and dates covered by each should be given. Unless contents of those

YEARS STATED. RECORD SHOWS DATE OF CORRESPONDENCE RECEIVED,
records are described by other Forms 12-13HR, such forms should be filled out

NAME OF STREET, NUMBER OF HOUSE, DEPARTMENT RECEIVING
and attached)

6. Contents--continued COMPLAINT, VARIOUS NOTATIONS SUCH AS NEW MEASURE-
-MENTS TAKEN FROM DEED, REPAIR COMPLAINTS, CONDITION OF FOOTWAY
AND NOTICE SENT TO VARIOUS DEPARTMENTS CARING FOR SAME,
7. Arrangement ALPHABETICALLY BY NAME OF STREET,
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing THIS IS A CARD INDEX
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing TYPEWRITTEN ON RULED CARDS
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF FILE DRAWER 5 1/2 X 4 X 15 OF CARD 3 X 5 APPROX. 3000
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities 2 FILE DRAWERS IN CABINET ON TOP FILE
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
CABINET N.W. ROOM 306 MUNICIPAL BUILDING
 cabinet, on floor)
12. Other information RECORDS AND EQUIPMENT GOOD, NO RECORD SINCE 1928
 (Condition of record if not good. Relation to other records.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
 (Author) (Publisher)

 (Place of publication) (Date of publication)

WALL (Worker's full name) 3/12/40 (Date) 22 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 306.
(Name of building, room number, street address)

1. Title (EXTRA WORK ORDERS STREET AND ALLEY CONTRACTS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1921--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARD BOARD BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling BOX LABELED EXTRA WORK ORDERS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF EXTRA WORK ORDERS ON STREET AND ALLEY PAVING CONTRACTS.
(Purpose and general nature of record. Principal items of information

NOT COVERED IN SPECIFICATIONS; CARD SHOWS THE CONTRACT NUMBER EXTRA
shown. Summary of forms used in making record, their headings, etc. If a very

WORK ORDER NUMBERS; NUMBER OF WORK ORDER ISSUED ON SPECIFIED
general or miscellaneous record, detailed information as to type of records

CONTRACT.
contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement NUMERICALLY BY CONTRACT No.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)
9. Writing TYPED ON PRINTED CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)
10. Size OF FILE BOX: 4 1/2" X 5 1/2" X 1 5/8" CARD: 5" X 3". APPROX. 700 CARDS.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)
11. Location by dates and quantities N. WALL ROOM 306 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
cabinet, on floor)
12. Other information RECORD GOOD. NO PRIOR RECORDS.
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

Wall

3/13/40

23

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Highways, Construction Division
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Building Room 305
(Name of building, room number, street address)

1. Title (Index to Streets + Alleys)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1921--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 card board boxes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Boxes labeled paved alleys; bobble elimination list, alleys listed for paving.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None. Tentative alley file.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents This index supports records of paved alleys, alleys listed for paving and tentative alley file; gives name of alley, house number
(Purpose and general nature of record) (Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very

shutting alley, Paving contract numbers.
general or miscellaneous record, detailed information as to type of records

contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement Alphabetically by name of alley.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing This index supports report # 77;
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing Typed on ruled cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size of box 4 1/2" x 5 1/2" x 15 1/2" approx. 2000 cards.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities 1921 to date, 3 cardboard boxes on top of desk,
(Room, vault, wall--N.E.S.W., section, bin, shelf,
North wall in room #306.
cabinet, on floor)

12. Other information Record good, no prior record.
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) _____ (Date of publication)

- 1 CARD BOARD BOX FILE - LABELING - PAVED ALLEYS
- 1 " " " " " COBBLE ELIMINATION LIST - ALLEY LISTED FOR PAVING
- 1 " " " " " TENTATIVE ALLEY FILE.

T.W.H.A.T.-A.P.W.-W.O.K.-12-11-39.

(Worker's full name)

(Date)

(Form identification number) # 24

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 306 MUNICIPAL BUILDING 3RD FLOOR.
(Name of building, room number, street address)

1. Title CORRESPONDENCE AND COPIES FOR ALLEYS AND STREETS PAVING.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1929--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILED DRAWER CONTAINING APPROX. 10,000 COPIES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AO FILE ALLEYS LISTED FOR PAVING ALLEY CONTRACTS 149-153
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CORRESPONDENCE AND COPIES TO AND FROM EXECUTIVES
(Purpose and general nature of record. Principal items of information

and
OF BUREAU OF HIGHWAYS, OTHER DEPARTMENT HEADS IN REGARD
shown. Summary of forms used in making record, their headings, etc. If a very

and
TO PAVING, GRADING, OF VARIOUS STREETS AND ALLEYS, GIVING
general or miscellaneous record, detailed information as to type of records

DATE WORK WAS PERFORMED. RECORD SHOWS NUMBER OF
contained and dates covered by each should be given. Unless contents of these

SQUARE YARDS, CUBIC YARDS, LINEAR FEET OF PAVING,
records are described by other Forms 12-13HR, such forms should be filled out

COST-TO-COMPLETE-EACH-CONTRACT, VARIOUS KINDS
and attached)

6. Contents--continued OF PAYING MATERIALS USED AND NUMBERS OF CONTRACTS.
-
7. Arrangement CHRONOLOGICALLY BY DATE OF ORDERS.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing AS LISTED IN SERIAL # 75.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPE-WRITTEN-ON-LETTER-FORM-PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF FILE DRAWER-11 1/2" X 13 1/2" X 26-SIZE OF FOLDER-12" X 9 1/2" APPROX-10,000
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities NORTH-WEST CORNER ROOM-306 MUNICI-
(Room, vault, wall--N.E.S.W., section, bin, shelf,
PAL BUILDING 3rd FLOOR.
cabinet, on floor)
12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT-3rd FLOOR.)
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

WALB (Worker's full name) 3/12/40 (Date) 25 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY; 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAY CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 306.
(Name of building, room number, street address)

1. Title (W.P.A. CONSTRUCTION WORK ORDERS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 STEEL FILE DRAWER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling DRAWER LABELED ALLEYS LISTED FOR PAVING; ALLEY CONTRACTS NOS. 152-153.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSTRUCTION WORK ORDERS OF STREETS AND ALLEYS PAVED UNDER CONTRACT
(Purpose and general nature of record. Principal items of information

TO CITY, AND W.P.A. FORM HEADED CITY OF BALTIMORE; BUREAU OF CONTROL AND ACCOUNTS,
shown. Summary of forms used in making record, their headings, etc. If a very

CONSTRUCTION WORK ORDER SHOWING THE APPROPRIATION ACCOUNT NUMBER, DATE WORK
general or miscellaneous record, detailed information as to type of records

TO BE STARTED, DATE WORK TO BE COMPLETED, AMOUNT OF APPROPRIATION, CONSTRUCTION
contained and dates covered by each should be given. Unless contents of these
WORK ORDER NUMBER; LOCATION OF STREET OR ALLEY; PROJECT NUMBER; DETAILED DESCRIPTION

OF WORK TO BE DONE (INCLUDES RAZING AND REBUILDING) BY WHOM COMPLETED; DATE
records are described by other Forms 12-13HR, such forms should be filled out

COMPLETED BY WHOM ISSUED; CONSTRUCTION ENGINEERS APPROVAL ALSO
and attached)

6. Contents--continued BUREAU HEAD APPROVAL.

7. Arrangement NUMERICALLY BY CONSTRUCTION WORK ORDERS.

(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing SEPERATE INDEX SUPPORTS THIS RECORD SEE REPORT # 75.

(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing TYPED ON PRINTED FORM.

(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size OF DRAWER 11" X 13 1/2" X 24" APPROX. 1099 WORK ORDERS.

(Of record or container. Height, width, thickness or depth... Average number of

pages or documents)

11. Location by dates and quantities 1 FILE DRAWER IN FILE CABINET CONTAINING 9 LETTER

(Room, vault, wall--N.E.S.W., section, bin, shelf,

FOLDERS IN ROOM 306, NORTH SIDE,
cabinet, on floor)

12. Other information RECORDS GOOD, NO PRIOR RECORDS.

(Condition of record if not good. Relation to other records.

Information on prior, subsequent, or similar records: Whether record is known

to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

W. O'KEEFE, H. A. TREGOR

(Worker's full name)

12-11-1939

(Date)

(Form identification number)

SERIAL # 25

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

Sheet 4
BR

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL OFS. BUILDING, ROOM 306
(Name of building, room number, street address)

1. Title (W.P.A. CONSTRUCTION WORK ORDERS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1934--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-FILE DRW. IN FILE CABINET
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NO-FILE ALLEYS LISTED FOR PAVING, ALLEY CONTRACTS No 149-153
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents THIS RECORD IS FOR THE PURPOSE OF SHOWING THE COST OF
(Purpose and general nature of record. Principal items of information

VARIOUS KIND OF PAVING, STREETS & ALLEYS UNDER CONTRACT TO CITY
shown. Summary of forms used in making record, their headings, etc. If a very

AND W.P.A. RECORD SHOWS CITY OF BALTIMORE, BUREAU OF CONTROL
general or miscellaneous record, detailed information as to type of records

ACCOUNTS, DIVISION OF, CONSTRUCTION WORK ORDER, APPRO. ACCT. No.
contained and dates covered by each should be given. Unless contents of those

WORK TO BE STARTED, APPROPRIATION, LEDGER CLERK, WORK TO BE
records are described by other Forms 12-13HR, such forms should be filled out

COMPLETED, C.W.O. No., PROG. ACCT No., DATE, LOCATION, PROJECT,
and attached)

6. Contents--continued DETAILED DESCRIPTION OF WORK, QUANTITIES, DETAILED PROPERTY TO BE INSTALLED OR ABANDONED. COMPLETED BY, DATE COMPLETED, ISSUED BY, CONSTRUCTION ENGINEER APPROVED; BUREAU HEAD. TO DEPARTMENT FILE.
7. Arrangement NUMERICALLY, BY CONSTRUCTION WORK ORDER NO.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing SEPARATE CARD INDEX (SEE SERIAL # 75)
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPEWRITTEN, PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF FILE DRAW 11" X 13" X 1/4" CONTAINING 9 LETTER FOLDERS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) APPROX. 1800 WORK ORDERS
11. Location by dates and quantities 1- FILE DRAW IN FILE CABINET CONTAINING 9 LETTER FOLDERS IN ROOM # 306 3RD FLOOR MUNICIPAL BLDG (N SIDE ROOM)
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORDS & EQUIPMENT - GOOD - NO PRIOR RECORDS.
(Condition of record if not good. Relation to other records.)
- | | | |
|---------------------------|---|---------------------------------------|
| NOTE | <u>CAPTIONS ON FOLDERS 1 - 99</u> | |
| | Information on prior, subsequent, or similar records. | Whether record is known |
| | " " " <u>100 - 199</u> | |
| | " " " <u>300 - 399 - W.P.A</u> | |
| | to have been kept earlier than dates shown in item 2) | |
| | " " " <u>400 - 499</u> | |
| " " " <u>500 - 599</u> | <u>9-LETTER FOLDERS</u> | |
| " " " <u>600 - 699</u> | | |
| " " " <u>700 - 799</u> | | |
| " " " <u>800 - 899</u> | | |
| " " " <u>900 - 999</u> | | |
| 13. (For use in Florida.) | Early Imprints | <u>1000 - 1099 W.P.A.</u> (Publisher) |
- (Place of publication) (Date of publication)

Walter J. Jeger 12/14/39

Griffin

2/13/40.

26

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Highways, Construction Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg. Room 306.
(Name of building, room number, street address)

1. Title (Petitions for Improvement of Streets)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1927 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Loose leaf binder.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling None
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Consists of petitions signed by property owners demanding improvement of streets. Show date to whom sent, particulars of petition and signatures of property owners; also noted ordinance number and date approved.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other forms 12-13HR, such forms should be filled out and attached)

6. Contents--continued

7. Arrangement Numerically by petition numbers.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None.
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size Size of binder, 16" x 15" x 3" approx. 60.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities On top of wooden
(Room, vault, wall--N.E.S.W., section, bin, shelf,
table, north wall of room 306.
cabinet, on floor)

12. Other information Records and equipment good.
(Condition of record if not good. Relation to other records)

Prior records filed in vault on
Information on prior, subsequent, or similar records. Whether record is known
3rd floor.
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

WALK AND TREGOR
(Worker's full name)

12/12/39
(Date)

#26
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 306
(Name of building, room number, street address)

1. Title (PETITION FOR IMPROVEMENT OF STREETS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1927---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LOOSE LEAF BINDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF PETITIONS SIGNED BY PROPERTY OWNERS
(Purpose and general nature of record. Principal items of information

FOR IMPROVEMENT OF STREETS UNDER ORDINANCE NUMBER APPROVED
shown. Summary of forms used in making record, their headings, etc. If a very

MONTH DAY AND YEAR- RECORD SHOWS PETITION FOR IMPROVEMENT
general or miscellaneous record, detailed information as to type of records

OF STREETS- UNDER ORDINANCE NUMBER APPROVED DATE BALTIMORE
contained and dates covered by each should be given. Unless contents of these

QUOTE PETITION:-

MARYLAND DATE TO BUREAU OF HIGHWAYS OF BALTIMORE CITY. WE THE
records are described by other Forms 12-13HR, such forms should be filled out

UNDERSIGNED BEING OWNERS OF 60% FRONT FOOT BINDING ON.
and attached)

SECTION 12

6. Contents--continued NAME OF STREET, FROM STREET TO STREET, REQUEST THE CITY OF BALTIMORE THROUGH BUREAU OF HIGHWAYS TO GRADE, CURB, PAVE, KIND OF PAVING, NAME OF PARTY WITNESSING THE PROPERTY OWNERS SIGNATURE LEASE HOLD OR FEE SIMPLE, NUMBER OF PROPERTY AND LINEAL FEET OF

7. Arrangement CHRONOLOGICALLY BY DATE OF PETITION, NUMERICALLY BY PETITION NUMBER. (Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND WRITTEN ON PRINTED FORMS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LOOSE LEAF BINDER: 16" X 15" X 3" Approx 60
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON TOP OF OAK TABLE, N. SIDE OF ROOM 306 MUNICIPAL BUILDING
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD. PRIOR RECORDS IN VAULT, 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known)

X PROPERTY ABUTTING ON STREET.
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

WALL and TREGOR 12-13-39

(Worker's full name)

(Date)

(Form identification number) 27

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

Country BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS-CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 306, MUNICIPAL BUILDING
(Name of building, room number, street address)

1. Title "APPROXIMATE ESTIMATE OF PAVING COST"
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1933--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 File drawer.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling None
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents This file consists of sheets showing approximate
(Purpose and general nature of record. Principal items of information

estimates of paving costs. They show the street, or
shown. Summary of forms used in making record, their headings, etc. If a very

parts of it, to be paved, the length and width
general or miscellaneous record, detailed information as to type of records

to be paved, the estimated cost both with
contained and dates covered by each should be given. Unless contents of these

and without "Overhead Cost" added. A sheet
records are described by other Forms 12-13HR, such forms should be filled out

is used for each street. The authorizing ordinance
and attached)

number is shown. See attached form

6. Contents--continued _____

7. Arrangement Alphabetically by name of street.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing A-Z in letter folders
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing Typewritten on printed form.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size Drawer: 12"X14"X18"; Form: 8"X11 1/4".
 (Of record or container. Height, width, thickness or depth. Average number of
Approx. 2000 forms. See forms attached.
 pages of documents)
11. Location by dates and quantities File drawer in cabinet on top
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
of table, N.W. corner, Room 306, Municipal
Building.
 cabinet, on floor)
12. Other information Good. Prior records in vault, 3rd. Floor,
 (Condition of record if not good. Relation to other records.
Municipal Building.
 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
 (Author) (Publisher)

 (Place of publication) (Date of publication)

WHITELEY AND TREGOR. - 12-13-39.

28

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 306 MUNICIPAL BUILDING 3RD FLOOR.
(Name of building, room number, street address)

1. Title STREETS UNDER CONSTRUCTION - W.P.A. FORCES.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1935--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling DAILY REPORT FROM DISTRICT SUPERINTENDENT ON W.P.A. - FORCES - See APPENDIX ATTACH.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THE PURPOSE OF THIS RECORD IS TO SHOW THE NUMBER
(Purpose and general nature of record. Principal items of information

OF MEN EMPLOYED AND THE CLASSIFICATION OF WORK
shown. Summary of forms used in making record, their headings, etc. If a very

PERFORMED, BY W.P.A. FORCES. RECORD SHOWS PROJECT
general or miscellaneous record, detailed information as to type of records

NUMBER, LOCATION, NUMBER MEN, DESCRIPTION OF WORK
contained and dates covered by each should be given. Unless contents of these

PERFORMED.
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY-BY-DATE-OF-REPORT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing TYPE-WRITTEN-ON-PRINTED-FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size OF BINDER-12"x9"x3".-SIZE OF FORM-8 1/2"x11"-APPROX. TO EACH BUNDLE
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

300 FORMS.

11. Location by dates and quantities NORTH-WALL OF ROOM-306 MUNICIPAL-
(Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING-ON-TOP OF 4-DRAWER BOX FILE-3rd FLOOR.
cabinet, on floor)

12. Other information RECORDS GOOD. NO PRIOR RECORDS KEPT TO 1935.
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

ADDENDA - 306 - MUNICIPAL - BUILDING - 3rd FLOOR.

CONSTRUCTION - DIVISION - BUREAU OF HIGHWAYS.

1 BINDER - LABELED - DAILY - REPORTS - FROM - DISTRICT - SUPT.S. ON - W.P.A. - 11-13-35.

1 " " " " " " " " " - W.P.A. - 1-2-37.

1 " " " " " " " " " - W.P.A. - 1-3-38.
12-30-38.

1 " " " " " " " " " - W.P.A. - 12-31-36.
12-31-37.
1-3-39.
12-3-39.

Walter J. Jago 12/13/39

Griffin

2/13/40.

29

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Highway Construction Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Building, Room 306.
(Name of building, room number, street address)

1. Title (Record of Footway Inspector's Field Books)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1931 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Loose leaf binder.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Binder labeled, force acc't. Book 1931 to (date)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents Record of Footway Inspectors
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very

field books issued, used for reference
as to footway inspections made;

Shows accident numbers, names of
inspectors, dates books issued;

dates books returned by the inspectors.
and attached)

6. Contents--continued

7. Arrangement Chronologically by date of issuing Books.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing Typewritten on plain sheets.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size of Binder: 12 1/2" x 9" x 1/2"; size of sheet
(Of record or container. Height, width, thickness or depth. Average number of
8 1/2" x 11" - 2 sheets to binder.
pages or documents)

11. Location by dates and quantities In bottom desk drawer
(Room, vault, wall--N.E.S.W., section, bin, shelf,

n. side room 306, Municipal Building.
cabinet, on floor)

12. Other information Records and equipment good,
(Condition of record if not good. Relation to other records)

Records kept since 1931 - no prior
information on prior, subsequent, or similar records. Whether record is known
records.
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

WALL-TREGOR
(Worker's full name)

12/13/39
(Date)

29
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

check
RR

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 306
(Name of building, room number, street address)

1. Title "LIST OF FOOTWAY INSPECTORS FIELD BOOKS"
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BINDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling FORCE ACCOUNT BOOK-1931 TO DATE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents THE PURPOSE OF THIS RECORD IS, KEEPING ACCOUNT OF BOOKS
(Purpose and general nature of record. Principal items of information

ISSUED TO FOOTWAY INSPECTORS FOR REFERENCE AS TO FOOTWAY
shown. Summary of forms used in making record, their headings, etc. If a very

INSPECTIONS MADE. RECORD SHOWS FORCE ACCOUNT BOOKS INSPECTION
general or miscellaneous record, detailed information as to type of records

NUMBER TO NUMBER NAME OF INSPECTOR DATE BOOK RETURNED
contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out
and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF ISSUING BOOKS
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PLAIN SHEETS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size OF BINDER: 12 1/2" X 9" X 1/2" SIZE OF SHEET 8 1/2" X 11" - 2 SHEETS TO
(Of record or container. Height, width, thickness or depth. Average number of
BINDER.
pages or documents)

11. Location by dates and quantities IN BOTTOM DESK DRAWER N. SIDE ROOM 306
(Room, vault, wall--N.E.S.W., section, bin, shelf,
MUNICIPAL BUILDING.
cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD - RECORDS KEPT SINCE
(Condition of record if not good. Relation to other records.
1931 - NO PRIOR RECORDS.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

O'KEEFE, TREGOR

(Worker's full name)

12-14-1939

(Date)

SERIAL 30

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS' CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM #306
(Name of building, room number, street address)

1. Title [INDEX TO CONTRACTS FOR STREET CONSTRUCTION]
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1924 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity (1 BOOK FOR YRS. 1924 TO 3-1929) (1 BINDER FOR YRS. 3-1929 - - -)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (ONE BOOK LABELED) - (BINDER NOT LABELED)
STARTING & COMPLETING DATES OF STREETS
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents THIS IS AN INDEX AND ACTS AS A CROSS FILE FOR DAILY REPORTS
(Purpose and general nature of record. Principal items of information

OF WORK PERFORMED, SUCH AS, PAVING DONE BY CONTRACT.
shown. Summary of forms used in making record, their headings, etc. If a very

RECORD SHOWS CONTRACT NO., NAME OF STREETS BEING PAVED,
general or miscellaneous record, detailed information as to type of records

FROM STREET TO STREET, DATE STARTING WORK, DATE CONTRACT
contained and dates covered by each should be given. Unless contents of these

COMPLETED.

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement NUMERICALLY - CONTRACT No.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing BOOK HANDWRITTEN, RULED PAGES AND 1-1/2" BINDER TYPE
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
WRITTEN.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF BOOK: 8" X 6 1/4" BINDER: 8 1/2" X 11" X 1" APPROX. 100 SHEETS
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents) TO EACH RECORD.
11. Location by dates and quantities ON TOP OAK DESK, N. SIDE, ROOM #306,
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
MUNICIPAL BLDG.
 cabinet, on floor)
12. Other information RECORDS & EQUIPMENT GOOD. PRIOR RECORDS FILED
 (Condition of record if not good. Relation to other records.
IN VAULT.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
 (Author) (Publisher)

 (Place of publication) (Date of publication)

WALL-TREGOR
(Worker's full name)

12/14/39
(Date)

31
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 306.
(Name of building, room number, street address)

1. Title (INDEX FOR WORK DONE ON W.P.A. PROJECTS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1935---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LOOSE LEAF BINDER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents THIS IS AN INDEX TO DAILY REPORTS OF STREET CONSTRUCTION DONE BY
(Purpose and general nature of record. Principal items of information

W.P.A. PROJECTS - RECORD SHOWS W.P.A. PROJECT NUMBER - NAME OF STREETS
shown. Summary of forms used in making record, their headings, etc. If a very

TO BE PAVED. FROM STREET TO STREET - DATE STARTING WORK - DATE WORK
general or miscellaneous record, detailed information as to type of records

COMPLETED - VARIOUS KIND OF PAVING DONE.
contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement NUMERICALLY-BY PROJECT NUMBER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON PLAIN SHEETS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size OF BINDER 8 1/2" X 11" CONTAINING 8 PAGES.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities ON TOP OF OAK DESK-N. SIDE ROOM 306,
(Room, vault, wall--N.E./S.W., section, bin, shelf,
MUNICIPAL BUILDING,
cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD. NO PRIOR RECORDS.
(Condition of record if not good. Relation to other records.
THIS IS AN INDEX TO WORK DONE BY W.P.A. PROJECTS-AS SERIAL # 87
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

O'KEEFE, TREGOR
(Worker's full name)

12-14-39
(Date)

SERIAL # 32
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM #306
(Name of building, room number, street address)

1. Title DAILY REPORTS OF W.P.A. PROJECTS
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 19 L.L. BINDERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE APPENDIX
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents THIS IS A DAILY REPORT OF W.P.A. WORKMEN SHOWING THE NUMBER OF MEN AND THEIR CLASSIFICATION, WORKING ON PROJECT INCLUDING EQUIPMENT, SUCH AS: CONCRETE MIXERS, DRILLERS, TRUCKS, COMPRESSORS, TRACTORS. RECORD SHOWS DEPT. OF PUBLIC WORKS, BUREAU OF HIGHWAYS, DAILY REPORT, REPORT NO., DATE, PROJECT NO., INSPECTOR, NO. HOURS, GRADING, FINISHED CONCRETE, CURB, GUTTERS, BINDER, TOPPING, GRANITE BLOCK, VITRIFIED BRICK, GRNT, FILLER, MACADAM, CONCRETE BASE, WATCHMAN, TIMEKEEPERS, REMARKS, TOOLS BROKEN TODAY, AMT. WORK DONE, WEATHER. REVERSE SIDE OF REPORT SHOWS: MATERIAL RECEIVED, MATERIAL USED, MATERIAL RETURNED, MATERIAL
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out

ON HAND, SUNDRY EQUIPMENT AND TOOLS RECEIVED, TOOLS RETURNED,
(and attached)

6. Contents--continued TOOLS ON HAND, EQUIPMENT RECEIVED, EQUIPMENT RETURNED,
EQUIPMENT ON HAND, SPONSOR'S EQUIPMENT, SPONSOR'S EQUIPMENT
USED OR RETURNED, SPONSOR'S EQUIPMENT ON HAND.
7. Arrangement NUMERICALLY - BY PROJECT No.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)
9. Writing HANDWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)
10. Size OF BINDER: 11 1/2" x 8 1/2" APPROX. 75 REPORTS TO EACH
(Of record or container. Height, width, thickness or depth. Average number of
BINDER.
pages or documents)
11. Location by dates and quantities ON TOP OF OAK DESK, N. SIDE ROOM #306 MUNICIPAL
(Room, vault, wall--N.E.S.W., /section, bin/ shelf,
BLDG.
cabinet, on floor)
12. Other information RECORDS & EQUIPMENT GOOD. BALANCE OF RECORDS STORED
(Condition of record if not good. Relation to other records.
IN STEEL FILE CABINET IN ROOM #305
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

O'KEEFE, TREGOR

(Worker's full name)

12-18-1939

(Date)

33

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM # 306.
(Name of building, room number, street address)

1. Title INDEX TO ALLEYS PAVED BY CONTRACTORS
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1916 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6 FILE DRAWERS IN 2 FILE CABINETS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ITEM-12 FOR LABELING.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents THIS IS AN INDEX TO ALLEYS, PAVED BY CONTRACTORS,
(Purpose and general nature of record. Principal items of information

AND ACTS AS A CROSS FILE TO SERIAL #.
shown. Summary of forms used in making record, their headings, etc. If a very

RECORDS SHOW: NAME OF STREET, CONTRACT NO., ALLEY No.
general or miscellaneous record, detailed information as to type of records

contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement ALPHABETICALLY BY NAME OF STREET.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing THIS IS AN INDEX.
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing HAND WRITTEN ON RULED CARD.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size CABINET 5"x14"x17", SIZE OF DRW. 5"x6 1/2"x17".
(Of record or container. Height, width, thickness or depth. Average number of

1- " 9"x13 1/2"x14". " CARD 5"x3" APPROX 5000.
pages or documents)

11. Location by dates and quantities ON TOP OF FILE CABINET W. SIDE OF ROOM
(Room, vault, wall--N.E.S.W., section, bin, sholf,

#306 MUNICIPAL BLDG.
cabinet, on floor)

12. Other information RECORDS Y EQUIPMENT - GOOD - PRIOR RECORDS IN
(Condition of record if not good. Relation to other records.

VAULT, MUNICIPAL BLDG., 3RD FLOOR.

Information on prior, subsequent, or similar records. Whether record is known

1- FILE DRW LABELED - A-B.

1- " " " - C-E

to have been kept earlier than dates shown in item 2)

1- " " " F-H

1- " " " I-M

1- " " " N-O

1- " " " P-Z

NOTE FROM
ITEM - 4

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

W. O'KEEFE, H. A. TREGOR.

12-16-1939

SER #

CONSTRUCTION DIVISION, BUREAU OF HIGHWAYS.

TITLE INDEX TO ~~REPAIRS TO FOOTWAYS~~ ALLEYS PAVED BY CONTR.]

DATES 1916 --

QUANTITY 6-FILE DRWS IN CABINET.

LABELING 1-FILE DRW- A-B- C-E- F-H- I-M- N-Q- R-Z

DISYMIS NONE

ARRANG ALPHA BY NAME OF STREET

INDEXING NONE

WRITING HANDWRITTEN RULED CARD

SIZE 1- 11" x 20" x 5 1/2"
CAB 16" x 14" x 9" CARD 3" x 5" APPROX 500 CARDS.

LOCATION TOP OF DESK V.F. W.S ROOM

OTHER PRIOR RECORD IN VAULT.

CONT. RECORD SHOWS NAME OF ST. CONTR# ALLEY#

THIS IS AN INDEX TO ALLEYS PAVED BY CONTRACTOR. AND ACTS AS A CROSS FILE TO SERIAL #

WALL-TREGOR

(Worker's full name)

12/19/39

(Date)

34

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 306.
(Name of building, room number, street address)

1. Title (FOOTWAY ASSESSMENTS SHEETS-DAY LABOR.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1921--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 L.H. BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE APPENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents RECORD IS FOR THE PURPOSE OF ASSESSING PROPERTY OWNERS FOR
THEIR SHARE ON STREET IMPROVEMENTS UNDER ORDINANCE # 739;
(Purpose and general nature of record. Principal items of information

OF WHICH 2/3 OF THE COST OF PAVING IS PAVED BY PROPERTY ABUTTING ON
shown. Summary of forms used in making record, their headings, etc. If a very

EACH SIDE OF STREET AND 1/3 COST OF PAVING IS PAVED BY CITY OF
general or miscellaneous record, detailed information as to type of records

BALTIMORE, RECORD SHOWS ASSESSMENT TO BE BILLED ON CERTAIN DATE
contained and dates covered by each should be given. Unless contents of these

AND DATE WHEN WORK STARTED UNDER ORDINANCE # 739; MONTH DAY AND

YEAR APPROVED; ALSO SHOWS WHEN ORDINANCE AMENDED NO 735 AND
records are described by other Forms 12-13HR, such forms should be filled out

WHEN APPROVED, NAMING MONTH DAY AND YEAR, NO. SHEET, NO. CONTRACT
and attached)

6. Contents--continued NO-NAMING STREETS FROM STREET TO STREET PLAT. NO. AND DATE RECEIVED BY CITY COLLECTOR'S OFFICE, WHEN INTEREST BEGINS NAMING DEVELOPMENT, LOT. NO. ON ASSESSMENT PLAT, OWNER'S NAME AND ADDRESS; ASSESSABLE NO. OF LINEAL FEET ABUTTING ON STREET.
7. Arrangement NUMERICALLY-BY SHEET NUMBER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPEWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF BINDER 14" X 15" X 2 1/2" 430 SHEETS TO BINDER
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities ON TOP STEEL CABINET-W. END. OF ROOM 306
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
MUNICIPAL BUILDING.
12. Other information RECORDS AND EQUIPMENT GOOD. PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
RATE PER LINEAL FEET AND FULL ASSESSMENT OF PROPERTY.
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

ADDENDA. CONSTRUCTION DIVISION - BUREAU OF HIGHWAYS, ROOM 306 MUNICIPAL BUILDING

1 BINDER-LABELED - REPAIR PRIVATE FOOTWAYS ORDINANCE #573

- STREET REPAIR

- FOOTWAY ASSESSMENTS (MAIN DIVISION ON WORK ORDERS) S.R. 1-SR430

1 " " - STREET REPAIR FOOTWAY ASSESSMENTS - MAINTENANCE DIVISION

WORK S.R. #431.

TITLE (FOOTWAY ASSESSMENTS SHEETS - DAY LABOR)

DATES 1921-1938-1938---

QUANTITY 2 L.L. BINDERS

LABELING SEE ADDENDA

Dis-Mis NONE

ARRANGE NUMERICALLY - BY SHEET NUMBER,

INDEXING NONE

WRITING TYPEWRITTEN ON PRINTED FORMS

SIZE OF BINDER 14" X 15" X 2 1/2" 430 SHEETS TO BINDER

LOCATION ON TOP STEEL CABINET - W. END OF ROOM # 306 MUNICIPAL BUILDING,

INFOR RECORDS AND EQUIPMENT GOOD. PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING.

CONTENTS RECORD IS FOR THE PURPOSE OF ASSESSING PROPERTY OWNERS FOR THEIR SHARE ON STREET IMPROVEMENTS UNDER ORDINANCE # 739 OF WHICH 2/3 OF THE COST OF PAVING IS PAID BY PROPERTY ABUTTING ON EACH SIDE OF STREET AND 1/3 COST OF PAVING IS PAID BY CITY OF BALTIMORE. RECORD SHOWS - ASSESSMENT TO BE BILLED ON CERTAIN DATE - AND DATE WHEN WORK STARTED UNDER ORDINANCE 739 AND MONTH DAY AND YEAR APPROVED - ALSO SHOWS WHEN ORDINANCE AMENDED NO 735 AND WHEN APPROVED - NAMEING MONTH DAY AND YEAR NO. SHEET NO. - CONTRACT NO. - NAMEING ST. FROM ST. TO ST. PLAT NO. AND DATE RECEIVED BY CITY COLLECTOR OFFICE AND WHEN INTEREST BEGINS NAMEING UTILITY CORP. SYMBOL OF WARD SECTION - BLOCK NO. AND LOT NO. NAMEING DEVELOPEMENT - LOT NO. ON ASSESSMENT PLAT - OWNERS NAME + ADDRESS - ASSESSABLE NO. OF LINEAL FEET ABUTTING ON ST. RATE PER LINEAL FEET AND FULL ASSESSMENT OF PROPERTY.

WALL-TREGOR

(Worker's full name)

12/19/39

(Date)

35

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 306
(Name of building, room number, street address)

1. Title (FOOTWAY ASSESSMENTS SHEETS CONTRACTS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1929-1931-1938-INCLUSIVE
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 L.L. BINDERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents RECORD IS FOR THE PURPOSE OF ASSESSING PROPERTY OWNERS FOR THEIR SHARE ON STREET IMPROVEMENTS, UNDER
(Purpose and general nature of record. Principal items of information

ORDINANCE # 739, 2/3 OF THE COST OF PAVING IS PAID BY THE CITY
shown. Summary of forms used in making record, their headings, etc. If a very

OF BALTIMORE, RECORD SHOWS ASSESSMENT TO BE BILLED ON CERTAIN
general or miscellaneous record, detailed information as to type of records

DATE AND DATE WHEN WORK STARTED UNDER ORDINANCE 739; MONTH
contained and dates covered by each should be given. Unless contents of these

DAY AND YEAR APPROVED- ALSO SHOWS WHEN ORDINANCE AMENDED NO

735 AND WHEN APPROVED- NAMING MONTH DAY AND YEAR, NO SHEET, NO
records are described by other Forms 12-13HR, such forms should be filled out

CONTRACT, NAMING STREET FROM STREET TO STREET, PLAT NO. AND DATE
and attached)

SEE ITEM 11

6. Contents--continued RECEIVED BY CITY COLLECTOR OFFICE AND WHEN INTEREST

BEGINS NAMING OWNER OF PROPERTY, SYMBOL OF WARD SECTION, BLOCK No.

AND LOT NO. NAMING DEVELOPEMENT, LOT NO. ON ASSESSMENT PLAT, LOCATION

ASSESSABLE, NO. OF LINEAR FEET ABUTTING ON ST., RATE PER LINEAR FEET AND FULL

7. Arrangement NUMERICALLY BY CONTRACT NUMBER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORMS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing) SEE FORM ATTACHED

10. Size OF BINDER 14" X 15" X 2 1/2" 300 SHEETS TO BINDER
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities ON TOP STEEL CABINET- W. END OF ROOM 306
(Room, vault, wall--N.E.S.W., section, bin, shelf,

MUNICIPAL BUILDING.
cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD- PRIOR RECORDS IN
(Condition of record if not good. Relation to other records.

VAULT- 3RD FLOOR MUNICIPAL BUILDING.
Information on prior, subsequent, or similar records. Whether record is known

to have been kept earlier than dates shown in item 2)

ASSESSMENT OF PROPERTY

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

_____ (Place of publication) _____ (Date of publication)

| | |
|----------|---|
| TITLE | (FOOTWAY ASSESSMENTS SHEETS CONTRACTS) |
| DATES | 1929-1931-1938 INCLUSIVE. |
| QUANTITY | 2- LL BINDERS |
| LABELING | SEE ADDENDA |
| DIS-MIS. | NONE |
| ARRANGE | NUMERICALLY- CONTRACT NUMBER. |
| INDEXING | NONE |
| WRITING | TYPEWRITTEN ON PRINTED FORMS |
| SIZE | OF BINDER 14" X 15" X 2 1/2" (SEE FORM ATTACHED) 300 SHEETS TO BINDER |
| LOCATION | ON TOP STEEL CABINET- W. END OF ROOM 306 MUNICIPAL BUILDING. |
| INFOR | RECORDS AND EQUIPMENT GOOD- PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING. |
| CONTENTS | RECORD IS FOR THE PURPOSE OF ASSESSING PROPERTY OWNERS FOR THEIR SHARE ON STREET IMPROVEMENTS UNDER ORDINANCE # 739 OF WHICH 2/3 OF THE COST OF PAVING IS PAID BY CITY OF BALTIMORE. RECORD SHOWS ASSESSMENT TO BE BILLED ON CERTAIN DATE- AND DATE WHEN WORK STARTED UNDER ORDINANCE 739 AND MONTH- DAY AND YEAR APPROVED- ALSO SHOWS WHEN ORDINANCE AMENDED No 735. AND WHEN APPROVED- NAME IN G. MONTH DAY AND YEAR. No. SHEET No.- CONTRACT No.- NAME IN G ST. FROM ST. TO ST. PLAT No. AND DATE RECEIVED BY CITY COLLECTOR OFFICE AND WHEN INTEREST BEGINS NAME IN G OWNER OF PROPERTY SYMBOL OF WARD SECTION- BLOCK No. AND LOT No. NAME IN G DEVELOPEMENT- LOT No. ON ASSESSMENT PLAT- LOCATION ASSESSABLE No OF LINEAL FEET ABUTTING ON ST. RATE PER LINEAL FEET AND FULL ASSESSMENT OF PROPERTY. |

ADDENDA. CONSTRUCTION DIVISION. BUREAU OF HIGHWAYS. ROOM 306. MUNICIPAL BUILDING

BINDER-LABELLED-FOOTWAY ASSESSMENT CONTRACTS-115-121-R-5-6

ALSO SJ-A7

122--R-7-8-9- ALSO S.J. 2-3-4-5-6-7

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~████~~ BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-306-MUNICIPAL-BUILDING.
(Name of building, room number, street address)

1. Title (ASSESSMENTS-STREET PAVING BY CONTRACT.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1922- - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2-LOOSE-LEAF-BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1-LABELLED-ORDINANCE-NUMBER-739-ASSESSMENT-SHEET-NUMBER-351- - -
ORDINANCE NUMBER 739-ASSESSMENT-SHEETS-NUMBER-1-A-350-A-
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD IS FOR PURPOSE OF ASSESSING PROPERTY OWNERS
(Purpose and general nature of record. Principal items of information

FOR THEIR SHARE IN STREET IMPROVEMENTS UNDER
shown. Summary of forms used in making record, their headings, etc. If a very

ORDINANCE NUMBER 739 OF WHICH 2/3 OF COST OF PAVING
general or miscellaneous record, detailed information as to type of records
owners whose property

IS PAID BY PROPERTY OWNERS ON EACH SIDE OF STREET
contained and dates covered by each should be given. Unless contents of these

AND 1/3 COST OF PAVING IS PAID BY CITY OF BALTIMORE.
records are described by other Forms 12-13HR, such forms should be filled out

RECORD SHOWS ASSESSMENT TO BE BILLED ON CERTAIN
and attached)

WHITELEY, A. TREGOR. - 12-19-39.

(Worker's full name)

(Date)

(Form identification number)

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WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D. C.

VOLUMES AND UNBOUND RECORDS FORM

~~██████████~~ BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 306-MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title (ASSESSMENTS-STREET PAVING BY CONTRACT.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1922- - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2-LOOSE-LEAF-BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1-LABELLED-ORDINANCE-NUMBER-739-ASSESSMENT-SHEET-NUMBER-351- - -
ORDINANCE NUMBER 739-ASSESSMENT-SHEETS-NUMBER-1-A-350-A
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD IS FOR PURPOSE OF ASSESSING PROPERTY OWNERS
(Purpose and general nature of record. Principal items of information

FOR THEIR SHARE IN STREET IMPROVEMENTS UNDER
shown. Summary of forms used in making record, their headings, etc. If a very

ORDINANCE NUMBER 739 OF WHICH 2/3 OF COST OF PAYING
general or miscellaneous record, detailed information as to type of records
owners whose property

IS PAID BY PROPERTY ABUTS ON EACH SIDE OF STREET
contained and dates covered by each should be given. Unless contents of those

AND 1/3 COST OF PAYING IS PAID BY CITY OF BALTIMORE.
records are described by other Forms 12-13HR, such forms should be filled out

RECORD SHOWS ASSESSMENT TO BE BILLED ON CERTAIN
and attached)

ITEM
SEE NO. 13

6. Contents--continued DATE, DATE WHEN WORK STARTED UNDER ORDINANCE-739, MONTH, DAY, YEAR APPROVED, ALSO SHOWS WHEN ORDINANCE AMENDED NUMBER 735 AND WHEN APPROVED, NAMING MONTH, DAY, AND YEAR, NUMBER, SHEET NUMBER, CONTRACT NUMBER.

7. Arrangement NUMERICALLY-BY-STREET NUMBER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN-AND-HANDWRITTEN
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size LOOSE LEAF BINDER - 14" X 15 X 3" - 350 PAGES-EACH BINDER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
SEE FORM ATTACHED

11. Location by dates and quantities ON-TOP-STEEL-FILE CABINET-WEST SIDE
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
ROOM-306-MUNICIPAL-BUILDING-3¹/₂ FLOOR.

12. Other information RECORD GOOD. (PRIOR RECORDS IN VAULT-3¹/₂ FLOOR.)
(Condition of record if not good. Relation to other records.)

NAMING STREET FROM STREET TO STREET, PLAT NUMBER,
Information on prior, subsequent, or similar records. Whether record is known

AND DATE RECEIVED BY CITY COLLECTORS OFFICE; AND
to have been kept earlier than dates shown in item 2)

WHEN INTEREST BEGINS NAMING OWNER OF PROPERTY,
SYMBOL OF WARD SECTION, BLOCK NUMBER, AND LOT NUMBER;

13. NAMING DEVELOPMENT, LOT NUMBER

ON ASSESSMENT PLAT, OWNERS NAME, ADDRESS, NUMBER OF

LINEAL FEET ABUTTING ON STREET, RATE PER LINEAL FOOT AND

FULL ASSESSEMENT OF PROPERTY.

CONTINUED FROM ITEM-6

ROOM-306-MUNICIPAL-BUILDING.- 3rd FLOOR.

CONSTRUCTION-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|-------------------------------|--|
| TITLE. | [ASSESSMENTS-STREET-PAVING-BY-CONTRACT] |
| DATES. | 1922 - - - |
| QUANTITY. | 2-LOOSE-LEAF-BINDERS. |
| LABELING. | 1-ORDINANCE No 739 ASSESSMENT SHEETS No 351 - - |
| DIS. - ^A MISS-REC. | NONE |
| ARRANGEMENT. | NUMERICALLY-BY-STREET-NUMBER. |
| INDEXING. | NONE. |
| WRITING. | TYPEWRITTEN-AND-HANDWRITTEN |
| SIZE. | Loose-leaf binders.-14"x15"x3".-350-PAGES.EACH BINDER SEE FORM ATTACHED |
| LOCATION. | ON-TOP-STEEL-FILE CABINET WEST SIDE ROOM-306. (MUNICIPAL BUILDING) |
| INFORMATION. | RECORDS GOOD. (PRIOR-RECORDS-IN-VAULT.) 3 rd FLOOR. |

CONTENTS; THIS RECORD IS FOR PURPOSE OF ASSESSING PROPERTY OWNERS FOR THEIR SHARE IN STREET IMPROVEMENTS UNDER ORDINANCE NUMBER 739. OF WHICH ²/₃ OF COST OF PAVING IS PAID BY PROPERTY ABUTTING ON EACH SIDE OF STREET AND ¹/₃ COST OF PAVING IS PAID BY CITY OF BALTIMORE. RECORD SHOWS ASSESSMENT TO BE BILLED ON CERTAIN DATE AND DATE WHEN WORK STARTED UNDER ORDINANCE 739. AND MONTH, DAY, AND YEAR, APPROVED. ALSO SHOWS WHEN ORDINANCE AMENDED NUMBER 735 AND WHEN APPROVED NAMING MONTH, DAY, AND YEAR, NUMBER, SHEET NUMBER, CONTRACT NUMBER, NAMING STREET FROM, STREET-TO-STREET, PLAT NUMBER, AND DATE RECEIVED BY CITY COLLECTOR OFFICE AND WHEN INTEREST BEGINS NAMING OWNER OF PROPERTY, SYMBOL OF WARD SECTION, BLOCK NUMBER, AND LOT NUMBER. NAMING DEVELOPMENT, LOT NUMBER ON ASSESSMENT PLAT, OWNERS

NAME, ADDRESS, NUMBER OF LINEAL FEET, ABUTTING ON STREET, RATE PER

LINEAL FEET AND FULL ASSESSMENT OF PROPERTY.

9

**Department of Public Works
Bureau of Highways**

Baltimore, Md., 19.....

To Whom It May Concern:

By virtue of the authority vested in the Bureau of Highways of Baltimore City by the provisions of Ordinance No. 739, approved July 19th, 1922, as amended by Ord. No. 735, approved June 14th, 1929, and by Chapter 401 of the Acts of the General Assembly of Maryland of the year 1906, and any amendment or amendments thereof, said Bureau of Highways has, upon the written request of the owners of sixty per cent. (60%) of the lineal feet of ground binding and abutting on the following described street, now open, in said City

duly determined to improve said street with within the limits aforesaid, in accordance with the terms and provisions of said ordinances; and we hereby further certify that the powers and duties imposed upon said Bureau of Highways by said ordinances and laws have been properly done, performed and carried out; that the contract for the improvement of said street has been awarded in the manner provided by law; that the whole expense of said work, as defined in said ordinances and based on said contract prices, and the apportionment thereof and amount of assessment upon each of the abutting lots of ground, together with the terms of payment thereof are herewith stated.

BUREAU OF HIGHWAYS

By
Highways Engineer.

Details of Cost and Expense of Work

| | |
|--|-----------|
| Ascertaining ownership and description of abutting lots..... | \$ |
| Advertising as required by law..... | \$ |
| sq. yds. @ | \$ |
| sq. yds. @ | \$ |
| sq. yds. @ | \$ |
| sq. yds. @ | \$ |
| @ | \$ |
| @ | \$ |
| @ | \$ |
| @ | \$ |
| lin. ft. @ | \$ |
| lin. ft. @ | \$ |
| lin. ft. @ | \$ |
| lin. ft. @ | \$ |
| @ | \$ |
| @ | \$ |
| Adjusting manholes..... | \$ |
| Overhead | \$ |
| Total cost and expense of the work..... | \$ |
| Less one-third thereof, to be borne by the City..... | \$ |
| Two-thirds to be assessed..... | \$ |
| Plus 3% for costs and expenses of collection..... | \$ |
| Total amount assessed against abutting property | \$ |

(For apportionment among abutting lots, see other side of this sheet.)

Terms of Payment

All the within assessments are due and payable as follows:
All cash on the date herein certified to City Collector, on which date it is anticipated that work will start;
Or, at the option of the owners of the respective lots of ground assessed, in five equal, annual installments, the first installment payable on the date certified to the City Collector by the Bureau of Highways, on which date it is anticipated the work will start, and the remaining four installments payable, respectively, at the expiration of one, two, three and four years from the date certified as aforesaid; all deferred payments to bear interest at 6% from the date certified to the City Collector in the statement of assessments, on which date it is anticipated that work will start, until paid; with the right to any of said abutting owners to pay in full at any time, all remaining installments upon payment of 6% interest thereon, to date of payment.

Notice of Apportionment and Review

Advertised in..... and
....., on....., 19.....

Hearing for Review Held:

Review Closed:

Certification of Corrected List and Statement of Assessments

It is hereby certified, this..... day of....., 19....., by the Bureau of Highways of Baltimore City, that the within is a correct list of the property and of the owners or reputed owners thereof liable to pay the assessments in the within improvement, and the amount for which each piece of property or the owner thereof shall be liable, and the terms of payment thereof; and assessments are hereby entered accordingly, pursuant to the provisions of Ordinance No. 739, approved July 19th, 1922, as amended by Ord. No. 735, approved June 14th, 1929.

BUREAU OF HIGHWAYS

.....
Highways Engineer

Notice of Completion of Assessments, Etc.

Advertised in..... and
....., on....., 19.....

Transfer to the City Collector

We hereby certify that, pursuant to Ordinance No. 739, approved July 19th, 1922, as amended by Ord. No. 735, approved June 14th, 1929, the within assessments are reported and transferred to the City Collector this..... day of....., 19.....

BUREAU OF HIGHWAYS

By.....
Highways Engineer

SER 24

Assessments for Street Improvement by Bureau of Highways

(Under Ordinance No. 739, approved July 19th, 1922)
As Amended by Ord. No. 735, approved June 14th, 1929

Received in City
Collector's Office:

No. 341-1A

Sheet No. ✓

Contract No. ✓

Street From E To P

Street BALTO.
(See also Assessment Plat No. ✓, which is part of this assessment)

Interest begins

| NAME | Plat No. | Symbol | Development Lot No. on Assessment Plat | PROPERTY ASSESSED | Assessable Lineal feet abutting on street | Rate per lin. ft. | Full Assessment |
|--------------------------|----------|---------------------------|--|--|---|-------------------|-----------------|
| BALTIMORE MORTGAGE CORP. | 30 | 25-5-91-8 W 1/2 B. 101 | 210 | W. S. TRAMONT RD. 300' N OF HENLOCK AVE. | 1600.0 | 2.92+ | 5000 |

**Department of Public Works
Bureau of Highways**

Baltimore, Md. _____, 19____

To Whom It May Concern:

By virtue of the authority vested in the Bureau of Highways of Baltimore City by the provisions of Ordinance No. 739, approved July 19th, 1922, as amended by Ord. No. 735, approved June 14th, 1929, and by Chapter 401 of the Acts of the General Assembly of Maryland of the year 1906, and any amendment or amendments thereof, said Bureau of Highways has, upon the written request of the owners of sixty per cent. (60%) of the lineal feet of ground binding and abutting on the following described street, now open, in said City

duly determined to improve said street with _____ within the limits aforesaid, in accordance with the terms and provisions of said ordinances; and we hereby further certify that the powers and duties imposed upon said Bureau of Highways by said ordinances and laws have been properly done, performed and carried out; that the contract for the improvement of said street has been awarded in the manner provided by law; that the whole expense of said work, as defined in said ordinances and based on said contract prices, and the apportionment thereof and amount of assessment upon each of the abutting lots of ground, together with the terms of payment thereof are herewith stated.

BUREAU OF HIGHWAYS

By _____
Highways Engineer.

Details of Cost and Expense of Work

| | | |
|---|---------|----|
| Ascertaining ownership and description of abutting lots | _____ | \$ |
| Advertising as required by law | _____ | \$ |
| _____ sq. yds. | @ _____ | \$ |
| _____ sq. yds. | @ _____ | \$ |
| _____ sq. yds. | @ _____ | \$ |
| _____ sq. yds. | @ _____ | \$ |
| _____ | @ _____ | \$ |
| _____ | @ _____ | \$ |
| _____ lin. ft. | @ _____ | \$ |
| _____ lin. ft. | @ _____ | \$ |
| _____ lin. ft. | @ _____ | \$ |
| _____ lin. ft. | @ _____ | \$ |
| _____ | @ _____ | \$ |
| _____ | @ _____ | \$ |
| Adjusting manholes | _____ | \$ |
| Overhead | _____ | \$ |
| Total cost and expense of the work | _____ | \$ |
| Less one-third thereof, to be borne by the City | _____ | \$ |
| Two-thirds to be assessed | _____ | \$ |
| Plus 3% for costs and expenses of collection | _____ | \$ |
| Total amount assessed against abutting property | _____ | \$ |

(For apportionment among abutting lots, see other side of this sheet.)

Terms of Payment

All the within assessments are due and payable as follows:
All cash on the date herein certified to City Collector, on which date it is anticipated that work will start;
Or, at the option of the owners of the respective lots of ground assessed, in five equal, annual installments, the first installment payable on the date certified to the City Collector by the Bureau of Highways, on which date it is anticipated the work will start, and the remaining four installments payable, respectively, at the expiration of one, two, three and four years from the date certified as aforesaid; all deferred payments to bear interest at 6% from the date certified to the City Collector in the statement of assessments, on which date it is anticipated that work will start, until paid; with the right to any of said abutting owners to pay in full at any time, all remaining installments upon payment of 6% interest thereon, to date of payment.

Notice of Apportionment and Review

Advertised in _____ and _____

_____, on _____, 19____

Hearing for Review Held:

Review Closed:

Certification of Corrected List and Statement of Assessments

It is hereby certified, this _____ day of _____, 19____, by the Bureau of Highways of Baltimore City, that the within is a correct list of the property and of the owners or reputed owners thereof liable to pay the assessments in the within improvement, and the amount for which each piece of property or the owner thereof shall be liable, and the terms of payment thereof; and assessments are hereby entered accordingly, pursuant to the provisions of Ordinance No. 739, approved July 19th, 1922, as amended by Ord. No. 735, approved June 14th, 1929.

BUREAU OF HIGHWAYS

Highways Engineer

Notice of Completion of Assessments, Etc.

Advertised in _____ and _____

_____, on _____, 19____

Transfer to the City Collector

We hereby certify that, pursuant to Ordinance No. 739, approved July 19th, 1922, as amended by Ord. No. 735, approved June 14th, 1929, the within assessments are reported and transferred to the City Collector this _____ day of _____, 19____

BUREAU OF HIGHWAYS

By _____
Highways Engineer

011111 111111

(Worker's full name)

12-19-1939

(Date)

(Form identification number)

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WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 THE HISTORICAL RECORDS SURVEY: 1937
 1734 NEW YORK AVE. NW.
 Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG
(Name of building, room number, street address)

1. Title [INDEX TO FOOTWAYS PAVED BY CONTRACTORS]
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1926 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2-4-4 BINDERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ITEM-12 FOR LABELING.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS IS AN INDEX TO FOOTWAYS PAVED BY CONTRACTORS
(Purpose and general nature of record. Principal items of information

SEE SERIAL #92
shown. Summary of forms used in making record, their headings, etc. If a very

RECORD SHOWS: DATE WORK COMPLETED, CONTRACT No.,
general or miscellaneous record, detailed information as to type of records

LOCATION OF PROPERTY, CU. FEET OF MATERIAL USED.
contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____
7. Arrangement ALPHABETICALLY - BY NAME OF STREET.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE
 (Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing HAND WRITTEN, RULED SHEET.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF BINDER 11" x 12 1/2" x 2 1/2" APPROX 300 EACH.
 (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities ON TOP STEEL FILE CABINET W. END ROOM
 (Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
* 306 MUNICIPAL BLDG
12. Other information RECORDS & EQUIPMENT - GOOD - PRIOR RECORDS IN VAULT, 3RD FLOOR MUNICIPAL BLDG.
 (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
- NOTE FROM ITEM #4
FOOTWAY INDEX BOOK No. 2 - 1926-27 TO 1929 WORK BY CONTRACTOR
" " " No. 3 - 1930 - - " " "
13. (For use in Florida.) Early imprints _____
 (Author) (Publisher)
 (Place of publication) (Date of publication)

TITLE [INDEX TO FOOTWAYS PAVED BY CONTRACTORS]

Q 2 L L BINDERS

- L 1- FOOTWAY INDEX BOOK NO 2, 1926-27 TO 1929 WORK BY CONTRACT
 - 1- " " " " WORK BY CONTRACT 1930 - - BOOK # 3
- PRIOR RECORDS IN VAULT ✓

DATES / 1926 - -

DISYMIS NONE ✓

ARRANG ~~ON~~ ALPHA - BY NAME OF STREETS

INDEX NONE

W HAND. RULED SHEET

SIZE 11" X 12 1/2" X 2 1/2" APPROX 300 EACH.

L ON TOP STEEL FILE CAB. W. END ROOM # 306

CONT. } THIS IS AN INDEX TO FOOTWAYS PAVED BY CONTRACTOR.

RECORD: DATE COMPLETED. CONTRACT NO. LOCATION OF PROPERTY SQ FT. CONCRETE

WALL-TREGOR
(Worker's full name)

12/20/39
(Date)

38
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING- ROOM 306,
(Name of building, room number, street address)

1. Title (TENTATIVE LIST OF STREETS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1926---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LOOSE LEAF BINDER - APPROX 100 FORMS,
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE,
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE,
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents RECORD CONSISTS OF TENTATIVE LIST OF STREETS, ALLEYS,
(Purpose and general nature of record. Principal items of information

AVENUES; ORDINANCE NUMBER UNDER PAVING COMMISSION ACT, AND
shown. Summary of forms used in making record, their headings, etc. If a very

SPECIAL PAVING TAX ACT FOR PAVING. RECORD SHOWS NAMES OF VARIOUS
general or miscellaneous record, detailed information as to type of records

CONTRACTORS AND VARIOUS PAVING MATERIALS USED TO COMPLETE
contained and dates covered by each should be given. Unless contents of these

WORK; THEIR CONTRACT NUMBER, NAMING STREETS TO BE PAVED
records are described by other Forms 12-13R, such forms should be filled out

FROM STREET TO STREET, UNDER SUPERVISION OF BUREAU OF HIGHWAYS.
and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing TYPEWRITTEN ON PRINTED FORM
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF BINDER-15 X 9 1/2 X 1" - SIZE OF FORM 13 X 8 1/2" APPROX. 100 FORMS.
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities ON TOP OF CABINET- N. SIDE OF ROOM 306 MUNICIPAL
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING.
 cabinet, on floor)
12. Other information RECORDS AND EQUIPMENT GOOD- PRIOR RECORDS IN VAULT 3RD
 (Condition of record if not good. Relation to other records.
FLOOR MUNICIPAL BUILDING.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

| | |
|----------|---|
| TITLE | (TENTATIVE LIST OF STREETS) |
| DATES | 1926-- |
| QUANTITY | 1 LL. BINDER - APPROX 100 FORMS |
| LABELING | NONE |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF REPORT |
| INDEXING | NONE |
| WRITING | TYPEWRITTEN ON PRINTED FORM |
| SIZE | OF BINDER 15" X 9 1/2" X 1" - SIZE OF FORM 13" X 8 1/2" - APPROX 100 FORMS. |
| LOCATION | ON TOP OF CABINET - N.S. ROOM 306 MUNICIPAL BUILDING |
| INFOR | RECORD AND EQUIPMENT GOOD - PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | RECORD CONSISTS OF TENTATIVE LIST OF STREETS - ALLEYS - AVENUE - ORDINANCE NUMBER - UNDER PAVING COMMISSION ACT - AND SPECIAL PAVING TAX ACT - FOR PAVING. RECORD SHOWS NAMES OF VARIOUS CONTRACTORS - AND VARIOUS PAVING MATERIALS USED TO COMPLETE WORK - AND THEIR CONTRACT NO. NAMEING STREETS TO BE PAVED FROM STREET TO STREET UNDER SUPERVISION OF BUREAU OF HIGHWAYS. |

A
N

WHITELEY-D-TREGOR - 12-21-39 39
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-306-MUNICIPAL-BUILDING,-3rdFLOOR.
(Name of building, room number, street address)

1. Title (GENERAL-RECORD OF PAVING BY CONTRACT)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1932 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-BINDER, 200 FORMS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF GENERAL RECORD OF PAVING ON VARIOUS
(Purpose and general nature of record. Principal items of information

CITY STREETS, ROADS, ALLEYS AND AVENUES BY CONTRACT,
shown. Summary of forms used in making record, their headings, etc. If a very

UNDER SUPERVISION OF BUREAU OF HIGHWAYS. RECORDS
general or miscellaneous record, detailed information as to type of records

SHOW PART OF PAVING BEING PERFORMED BY W.P.A.
contained and dates covered by each should be given. Unless contents of these

LABOR AND THEIR PROJECT NUMBER, NAMING VARIOUS
records are described by other Forms 12-13HR, such forms should be filled out

STREETS BEING PAVED, DATE STARTED, DATE COMPLETED,
and attached)

ITEM
SEE NO. 13.

- 6. Contents--continued YEARS, 1935-36-37-38-39, ORDINANCE NUMBER, VARIOUS PAYING MATERIALS USED, SO SHOWS CONTRACT NUMBER, EXPIRATION AND SPECIAL AGREEMENT. RECORD ALSO SHOWS PAYING BEING DONE UNDER CONTRACT BY VARIOUS CONTRACTORS, -
- 7. Arrangement CHRONOLOGICALLY - BY DATE OF CONTRACT
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
- 8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
- 9. Writing TYPEWRITTEN-ON-FORM-SHEET.-200-SHEETS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
- 10. Size OF BINDER-13"x11 1/2"x1". SIZE OF FORM-12"x11".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
- 11. Location by dates and quantities ON-TOP-OF-DESK-NORTH-SIDE-OF-ROOM
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
306-MUNICIPAL-BUILDING.-3rd FLOOR.
- 12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT-3rd FLOOR-MUNICIPAL-BUILDING.)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
NAMING VARIOUS KINDS OF PAYING MATERIALS, CONTRACT NUMBER, DATE STARTED, DATE COMPLETED, STREET FROM STREET-TO-STREET, ORDINANCE NUMBER, EXPIRATION, AND
- 13. SPECIAL AGREEMENT UNDER SUPERVISION OF BUREAU OF HIGHWAYS.

FROM
CONTINUED-ITEM-NO. 6

ROOM-306-MUNICIPAL-BUILDING-3rdFLOOR.

CONSTRUCTION-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|--|---|
| TITLE. | (GENERAL-RECORD-OF-PAVING-BY CONTRACT.) |
| DATES. | 1932--. |
| QUANTITY. | 1-BINDER.-200-FORM-SHEETS. |
| LABELING. | NONE |
| DIS.- ^A _N D-MISS.-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY BY DATE. |
| INDEXING. | NONE. |
| WRITING. | TYPEWRITTEN-ON-FORM-SHEET-200 SHEETS. |
| SIZE. | OF BINDER-13"x11 ¹ / ₂ "x1"- SIZE OF FORM-12"x11". |
| LOCATION. | ON-TOP-DESK-NORTH-SIDE-OF-ROOM-306-MUNICIPAL-BUILDING (3 rd FLOOR) |
| INFORMATION. | RECORDS GOOD. (PRIOR RECORDS IN VAULT, 3 rd FLOOR.) |

CONTENTS ; CONSISTS OF GENERAL RECORD OF PAVING ON VARIOUS CITY STREETS, ROADS, HIGHWAYS, AVENUES, AND ALLEYS, BY CONTRACT UNDER SUPERVISION OF BUREAU OF HIGHWAYS. RECORDS SHOW - PART OF VARIOUS PAVING BEING PERFORMED BY W. P. A. LABOR AND THEIR PROJECT NUMBER, NAMEING VARIOUS STREETS BEING PAVED, DATE STARTED DATE COMPLETED, YEARS OF 1935-36-37-38-39. ORDINANCE NUMBER, VARIOUS PAVING MATERIALS USED. ALSO SHOWS CONTRACT NUMBER, EXPIRATION AND SPECIAL AGREEMENT. RECORD ALSO SHOWS PAVING BEING DONE UNDER CONTRACT BY VARIOUS CONTRACTORS, NAMEING VARIOUS KINDS OF PAVING MATERIALS, CONTRACT NUMBER, DATE STARTED DATE COMPLETED, STREET FROM STREET-TO-STREET, ORDINANCE NUMBER, EXPIRATION AND SPECIAL AGREEMENT. UNDER SUPERVISION OF BUREAU OF HIGHWAYS.

WALL-WHITELEY
(Worker's full name)

12/21/39
(Date)

40
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~██████████~~ BALTIMORE CITY, State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 306.
(Name of building, room number, street address)

1. Title (ORDINANCE OF ESTIMATES)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1938,
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BOOK CONTAINING 240 PAGES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling APPROPRIATIONS OF BALTIMORE CITY.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents PERTAINS TO APPROPRIATIONS FOR THE MAINTENANCE OF THE GOVERNMENT
(Purpose and general nature of record. Principal items of information

OF BALTIMORE CITY. RECORD SHOWS BOARD OF ESTIMATES AND ORDINANCE OF
shown. Summary of forms used in making record, their headings, etc. If a very

ESTIMATES NAMING YEAR AND CHAPTERS SHOWING VARIOUS DEPARTMENT
general or miscellaneous record, detailed information as to type of records

HEADS, SALARIES, AND THEIR EMPLOYEES' SALARIES SPECIFYING THE
contained and dates covered by each should be given. Unless contents of these

RATING THEY HOLD IN EACH DEPARTMENT.
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing YES
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing PRINTED FORM
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size OF BOOK 9X6X1" - SIZE OF SHEET 8 1/2 X 5 1/2" (240 PAGES)
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities ON TOP OF DESK - NORTH SIDE OF ROOM 306
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
MUNICIPAL BUILDING
 cabinet, on floor)
12. Other information RECORD GOOD - PRIOR RECORD IN VAULT 3RD FLOOR
 (Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING.
 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

| | |
|----------|---|
| TITLE | (ORDINANCE OF ESTIMATES) |
| DATES | 1938. |
| QUANTITY | 1 BOOK CONTAINING 240 PAGES |
| LABELING | APPROPRIATIONS OF BALTIMORE CITY |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF REPORT |
| INDEXING | YES |
| WRITING | PRINTED FORM |
| SIZE | OF BOOK 9"X6"X1" - SIZE OF SHEET 8 1/2" X 5 1/2" |
| LOCATION | ON TOP OF DESK - NORTH SIDE OF ROOM 306 - MUNICIPAL BUILDING |
| INFOR | RECORD GOOD - PRIOR RECORD IN VAULT 3RD FLOOR - MUNICIPAL BUILDING. |
| CONTENTS | PERTAINS TO APPROPRIATIONS FOR THE MAINTENANCE OF THE GOVERNMENT OF BALTIMORE CITY. RECORD SHOWS BOARD OF ESTIMATES AND ORDINANCE OF ESTIMATES - NAMEING YEAR AND CHAPTERS SHOWING VARIOUS DEPARTMENTS HEADS SALARIES - AND THEIR EMPLOYEES SALARIES SPECIFYING THEIR RATES THEY HOLD IN EACH DEPARTMENT. |

WHITELEY-AND-WALL - 12-22-39.

(Worker's full name)

(Date)

41
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-306-MUNICIPAL-BUILDING-3RD FLOOR.
(Name of building, room number, street address)

1. Title "Contracts" (Paving Contracts)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1912--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5-FILE-BOXES CONTAINING PAVING CONTRACTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling CONTRACTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSIST OF CONTRACTS OF VARIOUS NUMBERS OUT-LINING
(Purpose and general nature of record. Principal items of information

THE NAMES OF VARIOUS STREETS, ALLEYS AND HIGHWAYS TO BE
shown. Summary of forms used in making record, their headings, etc. If a very

REPAIRED. RECORD SHOWS AMOUNT OF PERCENTAGE OF VARIOUS
general or miscellaneous record, detailed information as to type of records

CURBING TO BE REDRESSED AND RESET; AND AMOUNT OF NEW
contained and dates covered by each should be given. Unless contents of these

CURBING; AMOUNT OR PERCENTAGE OF VITRIFIED BRICK
records are described by other Forms 12-13HR, such forms should be filled out

REQUIRED TO PERFORM CERTAIN KIND OF WORK ON
and attached)

6. Contents--continued VARIOUS STREETS, ALLEYS, AVENUES, UNDER SUPERVISION OF BUREAU OF HIGHWAYS; CONSTRUCTION DIVISION.
-
7. Arrangement CHRONOLOGICALLY-BY-DATE-OF-CONTRACTS.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing HANDWRITTEN-ON-BOOK-FORM-SHEETS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) TO-FILES-APPROX-750-CONTRACTS.
10. Size OF FILE BOX-15"x15"x8"-SIZE-OF CONTRACT-12"x8"-150 CONTRACTS-↑
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities SOUTH-WEST CORNER-ROOM-306 MUNICIPAL-BUILDING-3rd FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT-3rd FLOOR.)
(Condition of record if not good. Relation to other records.)
MUNICIPAL-BUILDING.
Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
_____ (Place of publication) _____ (Date of publication)

ROOM-306-MUNICIPAL-BUILDING-3rdFLOOR.

CONSTRUCTION-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|--|
| TITLE. | JUMBO-LETTER-FILES. |
| DATES. | 1912--. |
| QUANTITY. | 5 FILE-BOXES CONTAINING PAVING CONTRACTS. |
| LABELING. | CONTRACTS. |
| Dis. ^A _B -MISS-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE-OF-CONTRACTS. |
| INDEXING | NONE. |
| WRITING. | HAND-WRITTEN-ON-BOOK FORM SHEETS. |
| SIZE. | FILE-APPROX-750-CONTRACTS. OF-FILE-BOX-15"x15"x8"-SIZE-OF-CONTRACT-12"x8"-150 CONTRACTS TO- |
| LOCATION. | SOUTH-WEST-CORNER-ROOM-306-MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD (PRIOR RECORDS IN VAULT-3 rd FLOOR-MUNICIPAL-BLDG. |

CONTENTS; CONSIST OF CONTRACTS OF VARIOUS NUMBERS OUT-LINING THE NAMES OF VARIOUS STREETS AND ALLEYS-HIGHWAYS-TO BE
RECORD SHOWS; AMOUNT OF PERCENTAGE OF VARIOUS CURBING TO BE REDRESS-
ED OR RESET, ALSO AMOUNT OF NEW CURBING, AMOUNT OR PERCENTAGE OF
VITRIFIED BRICK, REQUIRED TO PERFORM CERTAIN KINDS OF WORK
ON VARIOUS STREETS, ALLEYS, AVENUES, UNDER SUPERVISION OF BUREAU-OF-
HIGHWAYS AND CONSTRUCTION-DIVISION.

WALL AND WHITELEY
(Worker's full name)

12/22/39
(Date)

42
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~and~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 306
(Name of building, room number, street address)

1. Title (ENGINEER FIELD BOOK)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1912--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 422 BOOKS CONTAINING VARIOUS KINDS OF WORK.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling ENGINEER FIELD BOOK, (SEE ADDENDA)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF CONTRACTS 107 AND 117 AND W.P.A. VARIOUS
(Purpose and general nature of record. Principal items of information

PROJECTS AS TO PAVING BEING DONE UNDER SUPERVISION OF CONSTRUCTION
shown. Summary of forms used in making record, their headings, etc. If a very

DIVISION AND BUREAU OF HIGHWAYS, FROM ENGINEERS FIELD BOOK,
general or miscellaneous record, detailed information as to type of records

RECORD SHOWS ALL STREETS AND ALLEYS BEING SURVEYED BY
contained and dates covered by each should be given. Unless contents of these

ENGINEERS BEFORE WORK IS PERFORMED; ALSO SHOWS W.P.A.
records are described by other Forms 12-13HR, such forms should be filled out

LABOR AND THEIR VARIOUS PROJECTS, USED FOR PAVING
and attached)

6. Contents--continued ALLEYS AND STREETS UNDER SUPERVISION OF
BUREAU OF HIGHWAYS. THIS RECORD INCLUDES BLUE PRINTS BEING MADE
OF VARIOUS JOBS FROM ENGINEERS FIELD BOOK BEFORE THIS WORK IS
STARTED.
7. Arrangement CHRONOLOGICALLY BY DATE OF SURVEY OR REPORT.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing HAND WRITTEN IN BOOK,
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF BOOK 7 1/2" X 4 1/2" X 1" SIZE OF PAGE 7" X 4"
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities SOUTH WEST CORNER OF ROOM 306
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
MUNICIPAL BUILDING.
 cabinet, on floor)
12. Other information RECORDS GOOD. PRIOR RECORDS IN STEEL CABINET
 (Condition of record if not good. Relation to other records.
SOUTH WEST CORNER OF ROOM 306 - MUNICIPAL BUILDING.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

ADDENDA - ROOM-306 MUNICIPAL-BUILDING.

CONSTRUCTION-DIVISION-BUREAU-OF-HIGHWAYS.

1-DRAWER-LABELED-BACK-410-481-FRONT-482-543.

1- " - " - " -339-409- " -544-615.

1- " - " - " -274-338- " 616.

1- " - " - " -222-273- ———

1- " - " - " -112-157-FRONT-158-221.

1- " - " - " -1-65- " -66-111.

| | |
|----------|--|
| TITLE | (ENGINEER FIELD BOOK) |
| DATES | 1912-- |
| QUANTITY | 422 BOOKS CONTAINING VARIOUS KINDS OF WORK |
| LABELING | ENGINEER FIELD BOOK |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY-BY DATE OF SURVEYORS REPORT |
| INDEXING | NONE |
| WRITING | HAND WRITTEN IN BOOK |
| SIZE | OF BOOK 7 1/2" X 4 1/2" X 1" SIZE OF PAGE 7" X 4" |
| LOCATION | SOUTH WEST CORNER OF ROOM 306 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD - PRIOR RECORDS IN STEEL CABINET - SOUTH WEST CORNER OF ROOM 306 MUNICIPAL BUILDING. |
| CONTENTS | <p>CONSISTS OF CONTRACTS 107. AND 112 AND W.P.A. VARIOUS PROJECTS, AS TO PAVING BEING DONE UNDER SUPERVISION OF CONSTRUCTION DIVISION - AND BUREAU OF HIGHWAYS. FROM ENGINEERS FIELD BOOK - RECORD SHOWS ALL STREETS AND ALLEYS BEING SURVEYED BY ENGINEERS BEFORE WORK IS PERFORMED. ALSO SHOWS W.P.A. LABOR AND THEIR VARIOUS PROJECTS USED FOR PAVING ALLEYS AND STREETS UNDER SUPERVISION OF BUREAU OF HIGHWAYS. RECORD ALSO SHOWS BLUE PRINTS BEING MADE OF VARIOUS JOBS FROM ENGINEERS FIELD BOOK BEFORE THIS WORK IS STARTED.</p> |

O'KEEFE

(Worker's full name)

12-26-39

(Date)

43

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY

State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM # 306
(Name of building, room number, street address)

1. Title PRELIMINARY AND FINAL PLANS OF STREET CONSTRUCTION UNDER CONTRACT
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1932 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 - L. L. BINDER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents THIS IS A COMPLETE RECORD OF STREET CONSTRUCTION BY CONTRACT
(Purpose and general nature of record. Principal items of information

SHOWING, PRELIMINARY DATA, CONSTRUCTION RECORDS, TYPE OF PAVING USED
shown. Summary of forms used in making record, their headings, etc. If a very
AND STREETS TO BE PAVED. RECORD SHOWS: NAME OF STREET, STREET
general or miscellaneous record, detailed information as to type of records

LIMITS, PAVING MATERIAL USED, DATE OF PRELIMINARY SURVEY, DATE
contained and dates covered by each should be given. Unless contents of these

PLAN WAS DRAWN, DATE OF PROFILE, DATE CROSS SECTIONS, ENGINEER
records are described by other Forms 12-13HR, such forms should be filled out

IN CHARGE OF WORK, DATE OF FINAL PLAN, DATE WHEN PLOTTED.
and attached)

6. Contents--continued DATE OF FINAL PLAN; SURVEY, DATE OF FINAL CROSS SECTIONS, DATE CONTRACT AWARDED, DATE WORK STARTED AND COMPLETED.
-
7. Arrangement NUMERICALLY - BY CONTRACT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing HAND TYPE WRITTEN ON RULED SHEET.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 12" X 14" X 1" 300 PAGES
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities ON TOP OF STEEL FILE CABINET W. END
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
ROOM # 306 MUNICIPAL BLDG
12. Other information RECORDS & EQUIPMENT GOOD - PRIOR RECORDS IN VAULT, MUNICIPAL BLDG, 3RD FLOOR.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

O'KEEFE,

12-19-1939

SERIAL

43

CONSTRUCTION DIVISION, BUREAU OF HIGHWAYS.

PRELIMINARY + FINAL PLANS

TITLE [RECORD OF STREET CONSTRUCTION, BY CONTRACT.]

DATES 1932 - - -

QUANTITIES 1-44 BINDER

LABELING NONE

DIS. + MIS NONE

ARRANG. NUMERICALLY BY DATE

INDEXING NONE

WRITING HAND + TYPE WRITTEN ON RULED SHEET

SIZE 12" x 14" x 1" 300 PAGES

LOCATION ON TOP OF STEEL FILE CABINET, W. END OF ROOM #306 MUNICIPAL BLDG.

INFORM. PRIOR RECORD IN VAULT 3RD FLOOR

CONTENTS THIS IS A COMPLETE RECORD OF STREET CONSTRUCTION BY CONTRACT SHOWING PRELIMINARY DATA, CONSTRUCTION RECORDS, TYPE OF PAVING USED AND STREETS TO BE PAVED - RECORD SHOWS: NAME OF STREET, STREET LIMITS, PAVING MATERIAL USED, PRELIMINARY SURVEY DATE, DATE PLAN WAS DRAWN, DATE OF PROFILE, DATE CROSS SECTIONS WERE TAKEN, ENGINEER IN CHARGE OF WORK, DATE OF FINAL PLAN, DATE WHEN PLOTTED, DATE OF FINAL PLAN; SURVEY DATE, DATE OF FINAL CROSS SECTIONS, DATE CONTRACT AWARDED, DATE WORK STARTED AND COMPLETED.

WALL-WHITELEY-
(Worker's full name)

12/26/39
(Date)

44
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 306.
(Name of building, room number, street address)

1. Title (GRADING SHEET AND FINAL SKETCHES)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1931---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 12 CARD BROAD JUMBO FILES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling GRADE SHEETS AND FINAL SKETCHES.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents FILES CONSIST OF SHEETS FOR GRADING AND SKETCHES
(Purpose and general nature of record. Principal items of information

OF VARIOUS PAVING- THAT WAS PERFORMED BY CONSTRUCTION
shown. Summary of forms used in making record, their headings, etc. If a very

DIVISION-BUREAU OF HIGHWAYS USING W.P.A. LABOR ON VARIOUS
general or miscellaneous record, detailed information as to type of records

NAMES OF STREETS,
contained and dates covered by each should be given. Unless contents of those

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement **CHRONOLOGICALLY BY DATE OF REPORT.**
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing **NONE**
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing **HANDWRITTEN ON PRINTED FORMS**
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size **OF FILE 15"X15"X8" SIZE OF SHEETS 11"X8"**
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities **ON TOP OF STEEL CABINET. S.W. CORNER ROOM**
(Room, vault, wall--N.E.S.W., section, bin, shelf,
306 MUNICIPAL BUILDING
cabinet, on floor)

12. Other information **RECORD GOOD-PRIOR RECORDS IN VAULT 3RD FLOOR**
(Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

| | |
|----------|--|
| TITLE | (GRADING SHEET AND FINAL SKETCHES) |
| DATES | 1931 -- |
| QUANTITY | 12 CARD BOARD JUMBO FILES |
| LABELING | GRADE SHEETS AND FINAL SKETCHES |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF REPORT. |
| INDEXING | NONE |
| WRITING | HANDWRITTEN ON PRINTED FORMS |
| SIZE | OF FILE 15" X 15" X 8". SIZE OF SHEETS 11" X 8" |
| LOCATION | ON TOP OF STEEL CABINET - S.W. CORNER ROOM 306 MUNICIPAL BUILDING. |
| INFOR | RECORD GOOD - PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING. |
| CONTENTS | FILES CONSIST OF SHEETS FOR GRADING AND SKETCHES OF VARIOUS PAVING THAT WAS PERFORMED BY CONSTRUCTION DIVISION BUREAU OF HIGHWAYS USING W.P.A. LABOR ON VARIOUS NAMES OF STREETS |

WHITELEY-AND-WALL 12-26-39. 45
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-306-MUNICIPAL-BUILDING.
(Name of building, room number, street address)

1. Title APPROX. ESTIMATE OF PAVING COST.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-STEEL FILE CABINET WITH (APPROX. 2000 ESTIMATES.)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling PAVING COST.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents PERTAINS TO COST OF PAVING UNDER ORDINANCE-739
(Purpose and general nature of record. Principal items of information

NAMING STREETS FROM STREET-TO-STREET. RECORD SHOWS,
shown. Summary of forms used in making record, their headings, etc. If a very

FORM-NO. ESTIMATE NO., SPECIAL AGREEMENT, PAVING TAX,
general or miscellaneous record, detailed information as to type of records

ORDINANCE NO., SHEET NO., MATERIALS USED, SEWERS,
contained and dates covered by each should be given. Unless contents of these

LENGTH, WIDTH, BUILDERS COST, CITY COST, TOTAL COST-
records are described by other Forms 12-13HR, such forms should be filled out

ESTIMATE, DATE, COST LESS OVERHEAD, OVERHEAD;
and attached)

6. Contents--continued PERCENTAGE-APPROX.-COST- AND LETTER OF
REQUEST FROM UTILITY COMPANY TO BUREAU OF HIGHWAYS
ENGINEER REQUESTING THIS WORK TO BE PERFORMED.
-
7. Arrangement ALPHABETICALLY-BY-STREETS
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing TYPEWRITTEN-ON-PRINTED FORM.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF STEEL CABINET-24"x14"-SIZE OF FOLDER-12"x12"-SIZE OF FORM-11/4"x8"
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities NORTH WEST CORNER ROOM-306 MUNICIPAL-
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING ON TOP OF WOOD TABLE.
 cabinet, on floor)
12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT 3rd FLOOR.)
 (Condition of record if not good. Relation to other records.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
 (Author) (Publisher)

 (Place of publication) (Date of publication)

ROOM-MUNICIPAL-BUILDING-3rdFLOOR.

CONSTRUCTION-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|---|
| TITLE. | (APPROX. ESTIMATE OF PAVING COST.) |
| DATE. | 1931--. |
| QUANTITY. | 1-STEEL FILE CABINET WITH (APPROX. 2000-ESTIMATES.) |
| LABELING. | PAYING COST. |
| DIS- ^A _D -MISS-REC. | NONE. |
| ARRANGEMENT. | ALPHABETICALLY BY DATE. |
| INDEXING. | NONE |
| WRITING. | TYPE-WRITTEN ON PRINTED FORM. |
| SIZE. | STEEL CABINET-24"x14"-SIZE OF FOLDER-12"x12"-SIZE FORM-11 ¹ / ₂ "x8" WOOD-TABLE. |
| LOCATION. | NORTH WEST CORNER ROOM-306 MUNICIPAL-BUILDING ON TOP OF |
| INFORMATION. | RECORD GOOD (PRIOR RECORDS IN VAULT 3 rd FLOOR) |
| CONTENTS; | - PERTAINS TO COST OF PAVING UNDER ORDINANCE NO. 739 |
| NAMEING STREET FROM, | STREET TO STREET. RECORD SHOWS FORM-NO. |
| ESTIMATE NO. SPECIAL AGEEMENT, | PAVING TAX, MATERIAL USED, SEWERS, |
| LENGTH, WIDTH, BUILDERS COST, | CITY COST, TOTAL COST, ESTIMATE, |
| DATE, COST LESS OVERHEAD, | OVERHEAD PERCENTAGE, APPROX COST, AND, |
| LETTER OF REQUET FROM UTILITY COMPANY | TO BUREAU OF HIGH- |
| WAYS ENGINEER REQUESTING THIS WORK | TO BE PERFORMED. |

WALL-WHITELEY
(Worker's full name)

12/27/39
(Date)

46
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 307
(Name of building, room number, street address)

1. Title (MAPS AND TRACINGS OF STREETS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1938.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 200 LETTER SIZE FOLDERS WITH APPROX 2000 VARIOUS INFORMATION
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 FILE DRAWER- NO. LABEL
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF VARIOUS TYPES OF RECORDS IN SEPARATE FOLDERS.
(Purpose and general nature of record. Principal items of information

RECORD SHOWS MAPS, TRACINGS, TRUCK HIRING, ACCIDENTS, CURB
shown. Summary of forms used in making record, their headings, etc. If a very

REPAIR, HIRING RATES, NUMBER OF MEN WORKING, BRICK PAVING DATA,
general or miscellaneous record, detailed information as to type of records

AND VARIOUS MATERIALS USED IN DATE BY BUREAU OF HIGHWAYS-
contained and dates covered by each should be given. Unless contents of these

MAINTENANCE DIVISION.

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON LETTER FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size OF CABINET DRAWER 28" X 15" X 11" SIZE OF LETTER HEAD 11" X 8 1/2"
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities IN CABINET DRAWER - WEST SIDE OF ROOM 307
(Room, vault, wall--N.E.S.W., section, bin, shelf,
MUNICIPAL BUILDING
cabinet, on floor)

12. Other information RECORD GOOD - PRIOR RECORD IN VAULT 3RD FLOOR
(Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

| | |
|----------|--|
| TITLE | (MAPS AND TRACINGS OF STREETS) |
| DATES | 1938 |
| QUANTITY | 200 LETTER HEAD FOLDERS (WITH APPROX 2000) VARIOUS INFORMATION |
| LABELING | 1 FILE DRAWER - NO LABEL |
| DIS-MIS | NONE |
| ARRANGE | ALPHABETICALLY BY DATE OF REPORT. |
| INDEXING | NONE |
| WRITING | TYPEWRITTEN ON LETTER FORMS |
| SIZE | OF CABINET DRAWER 28" X 15" X 11" SIZE OF LETTER HEAD 11" X 8 1/2" |
| LOCATION | WEST SIDE OF ROOM 307 - MUNICIPAL BUILDING |
| INFOR | RECORD GOOD - PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING. |
| CONTENTS | CONSISTS OF VARIOUS TYPES OF RECORDS IN SEPERATE FOLDERS RECORD SHOWS - MAPS - TRACINGS - TRUCK HIRING - ACCIDENTS - CURB REPAIR HIRING RATES - AMOUNT OF MEN WORKING - BRICK PAVING DATA - AND VARIOUS MATERIALS USED AND DATE - BY BUREAU OF HIGHWAYS, MAINTENANCE DIVISION. |

WHITELEY, WALL, O'Keefe. 12-27-39. 147
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~NEW YORK~~ BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307-MUNICIPAL-BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title (W.P.A. FORMS - CONTRACTS - TRUCK DATA FILE.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1939.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-FILE-DRAWER CONTAINING (APPROX: 2000 VARIOUS FORMS)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling PROGRESS SHEETS - BUREAU OF HIGHWAYS - MAINTENANCE DIV.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF W.P.A. PROGRESS FORM NUMBER 37 - PROJECT
(Purpose and general nature of record. Principal items of information

NUMBERS, SHOWING THEIR OPERATIONS UNDER SUPERVISION OF
shown. Summary of forms used in making record, their headings, etc. If a very

BUREAU OF HIGHWAYS - MAINTENANCE DIVISION RECORD SHOWS
general or miscellaneous record, detailed information as to type of records

TYPE OF WORK, DATE, WEEK, NAME OF STREET, NUMBER OF
contained and dates covered by each should be given. Unless contents of these

LINEAR FEET, SQUARE YARDS, CUBIC YARDS, AMOUNT OF TRUCKS
records are described by other forms 12-13HR, such forms should be filled out

MATERIALS USED, SHOWING WORK PERFORMED BY W.P.A.
and attached)

6. Contents--continued UNDER SUPERVISION OF BUREAU OF HIGHWAYS
MAINTENANCE-DIVISION-FILE ALSO CONTAINS VARIOUS
PAVING CONTRACTS AND TRUCK DATA BEING MIXED WITH
W.P.A. PROGRESS FORMS PERTAINING TO VARIOUS KINDS OF PAVING WORK.
7. Arrangement CHRONOLOGICALLY-BY-DATE OF CONTRACT.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing TYPE WRITTEN ON W.P.A. FORM-NO-37.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size OF FILE-DRAWER-28"x15"x11"-SIZE OF W.P.A.-FORM-15"x8".
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities WEST SIDE OF ROOM-307-MUNICIPAL-
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING-3rd FLOOR. (MR. SHIPLEY-OFFICE.)
 cabinet, on floor)
12. Other information RECORDS-GOOD. PRIOR RECORDS IN VAULT 3rd FLOOR
 (Condition of record if not good. Relation to other records.

 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

ROOM-307-MUNICIPAL-BUILDING.—3rdFLOOR.

CONSTRUCTION-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|-------------------|--|
| TITLE. | (W.P.A-FORMS-CONTRACTS(TRUCK-DATA-FILE.)) |
| DATES. | 1939. |
| QUANTITY. | 1-FILE DRAWER CONTAINING (APPROX. 2000 VARIOUS FORMS.) |
| LABELING. | PROGRESS SHEETS-BUREAU-OF-HIGHWAYS-MAINTENANCE-DIV. |
| Dis. & Miss.-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE. OF CONTRACT. |
| INDEXING. | NONE. |
| WRITING. | TYPEWRITTEN ON W.P.A-FORM-NO-37. |
| SIZE. | OF FILE DRAWER-28"x15"x11"-SIZE-OF W.P.A-FORM-15"x8" (MR. SHIPLEY-OFFICE) |
| LOCATION. | WEST-SIDE-ROOM-307-MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD. (PRIOR RECORDS IN VAULT-3 rd FLOOR.) |

CONTENTS; CONSIST OF W.P.A. PROGRESS FORM NUMBER-37. PROJECT NUMBERS, SHOWING THEIR OPERATIONS UNDER, SUPERVISION OF BUREAU OF HIGHWAYS MAINTENANCE DIVISION. RECORD SHOWS TYPE OF WORK, DATE, WEEK, NAME OF STREET, NUMBER OF LINEAL FEET, SQUARE-YARDS, CUBIC-YARDS, AMOUNT OF TRUCKS, MATERIAL USED, SHOWING WORK PERFORMED BY W.P.A. UNDER SUPERVISION OF BUREAU OF HIGHWAYS MAINTENANCE DIVISION. FILE ALSO CONTAINS VARIOUS PAVING CONTRACTS AND TRUCK DATA BEING MIXED WITH W.P.A. PROGRESS FORMS. PERTAINING TO VARIOUS KINDS OF PAVING WORK.

O'KEEFE

(Worker's full name)

12-26-1939

(Date)

48

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM # 306
(Name of building; room number, street address)

1. Title (CARD INDEX TO PLANS & SURVEYS OF IMPROVED STREETS.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1912--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 FILE DRAWERS IN 6 DRAW CABINET.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ITEM # 12
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents THIS IS AN INDEX TO PLANS & SURVEYS MADE BY ENGINEERS
(Purpose and general nature of record. Principal items of information

DIVISION, BUREAU OF HIGHWAYS PERTAINING TO IMPROVED STREETS
shown. Summary of forms used in making record, their headings, etc. If a very

PAVED UNDER CONTRACT, TO CITY OF BALTIMORE, ALSO, STREETS
general or miscellaneous record, detailed information as to type of records

AND ROADS PAVED UNDER CONTRACT, TO STATE ROADS COMMISSION.
contained and dates covered by each should be given. Unless contents of these

RECORDS SHOW: CONTRACT No., KIND OF PAVING MATERIAL USED, NAME
records are described by other Forms 12-13HR, such forms should be filled out

AND LIMITS OF STREET TO BE PAVED, PRELIMINARY SURVEY DATE
and attached)

6. Contents--continued BOOK No., DRAWER No. PLAN; DATE, BOOK No.,
DRAWER No., PROFILE; DATE, BOOK No., DRAWER No. CROSS
SECTIONS; DATE, BOOK No., DRAWER No., MISC.
-
7. Arrangement ALPHABETICALLY - BY NAME OF STREET
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing THIS IS AN INDEX.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing HAND TYPE WRITTEN ON PLAIN CARD.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF CARD 5"x3", DRAWER 6"x4"x16" 5000 CARDS
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities ON TOP STEEL FILE CABINET W. END ROOM
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
306 MUNICIPAL BLDG.
 cabinet, on floor)
12. Other information RECORDS Y EQUIPMENT - GOOD. PRIOR RECORDS
 (Condition of record if not good. Relation to other records.
BUREAU OF ARCHIVES. (SEE SERIAL # 101)
 Information on prior, subsequent, or similar records. Whether record is known
13. (For use in Florida.) Early imprints ST. RPS - A-2
 (Author) (Publisher)
 (Place of publication) (Date of publication)

NOTE FROM ITEM # 4

| | |
|---|-----------------------|
| to have been kept earlier than dates shown in item 2) | |
| 1-DRAWER LABELED - PLANS Y SURVEYS - A-M. | |
| 1- " " - A-K | |
| 1- " " - L-Z | |
| 1- " " - ST. RPS - A-2 | |
| (Author) | (Publisher) |
| (Place of publication) | (Date of publication) |

BUREAU OF HIGHWAYS

TITLE CARD INDEX, PLANS & SURVEYS.

DATES 1912 - - -

QUANTITIES 4 DRAWER FILE CABINET

LABELING SEE ITEM #12

DIS+MIS NONE

ARRANG ALPHA - NAME OF STREET.

INDEXING THIS IS AN INDEX

WRITING HAND & TYPEWRITTEN PLAIN CARD

SIZE CARD 3" x 5" DRY 4" x 6" x 16" 5000 CARDS

LOCATION ON TOP STEEL FILE CABINET. W. END ROOM # 306

INFORM RECORDS & EQUIPMENT GOOD - PRIOR RECORDS CITY HALL.

CONTENTS THIS IS AN INDEX TO PLANS & SURVEYS MADE BY ENGINEERS DIVISION RELATING TO IMPROVED STREETS, PAVED UNDER CONTRACT TO CITY, ALSO, STREETS PAVED UNDER CONTRACT TO STATE ROADS COMMISSION.

RECORD SHOWS: CONTRACT No., KIND OF PAVING MATERIAL USED, NAME & LIMITS OF STREETS TO BE PAVED, PRELIMINARY SURVEY DATE, BOOK No. DRAWER No. PLAN; DATE BOOK No., DRAWER No., PROFILE; DATE BOOK No., DRAWER No. SECTIONS; DATE, BOOK No., DRAWER No. MISC.

(SEE SERIAL # 101)

1- DRY LABELED - PLANS & SURVEYS A-M.

" " " " A-K

" " " " L-Z

ST.RDS A-Z.

WALL

(Worker's full name)

3/14/40

(Date)

49

(Form identification number)

WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 THE HISTORICAL RECORDS SURVEY: 1937
 1734 NEW YORK AVE. NW.
 Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY.

State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS - CONSTRUCTION DIVISION.

(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 305

(Name of building, room number, street address)

1. Title "CORRESPONDENCE."

(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1935--

(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE DRAWER IN CABINET.

(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Drawer labeled "Correspondence"

(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.

(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents Correspondence to and from city agencies and

(Purpose and general nature of record. Principal items of information

out side sources regarding construction activities,
shown. Summary of forms used in making record, their headings, etc. If a very

include laboratory reports of
general or miscellaneous record, detailed information as to type of records

analyses of materials used in construction; Bureau of Highways
contained and dates covered by each should be given. Unless contents of these

annual reports; notices to contractors to start work;
records are described by other Forms 12-13HR, such forms should be filled out

inter departmental correspondence; monthly lists of cement
and attached)

6. Contents--continued footways completed; monthly financial statements; requests for release of underground structures; P.W.A. construction regulations; emergency work permits from police department; snow removal costs; utility (cont. on line 12)
7. Arrangement Alpha. by name of agency or subject.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPED ON LETTER HEADS; Handwritten; handwritten on mimeographed forms; typed on printed forms; blue prints.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size of drawer 11" x 13" x 24" Approx 2500 documents,
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities IN FILE CABINET SOUTH SIDE OF ROOM 305 MUNICIPAL
(Room, vault, wall--N.E.S.W., section, bin, shelf, BUILDING, cabinet, on floor)
12. Other information RECORD GOOD. PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL
(Condition of record if not good. Relation to other records. BUILDING, Information on prior, subsequent, or similar records. Whether record is known)
13. (For use in Florida.) continued from line 6 under Corporations' deeds of street and alley developments to Mayor and City Council; blue prints of street improvements; street construction specifications; lists of streets requested for paving; State Roads Commission contracts in Baltimore City; tax products analyses; bids for street paving; requests for right of ways; truck list; weekly reports on paving.
(Place of publication) (Date of publication)
- Plats of city yards; weekly reports on foot way paving; accident reports;

A. P. W. H. A. T. T. W
(Worker's full name)

11/30/39
(Date)

52
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

23

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 305.
(Name of building, room number, street address)

1. Title (CARD INDEX)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1939.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 CARD BOARD FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling CORRESPONDENCE
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF CARD INDEX AND ACTS AS A CROSS FILE TO CORRES-
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

-PONDENCE RECEIVED BY THE BUREAU OF HIGHWAYS, PERSONAL USE OF ASSIST-
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

-ANT ENGINEER, RECORD SHOWS NAME OF STREET AND NUMBER, COPY OF
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

LETTERS AND DATE, AND NAME OF VARIOUS DEPARTMENT HEADS, PERTAIN-

-ING TO FOOTWAYS, PAVING REPAIRING CURB AND GUTTER, ALSO SHOWS NAME OF

MAINTENANCE ENGINEER AND DATE COPY RECEIVED.

6. Contents—continued _____

7. Arrangement ALPHABETICAL BY NAME OF STREET.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing CARD INDEX.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON PLAIN CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE BOX; 5 1/2" X 4" X 15"; SIZE OF INDEX CARD 5" X 4" APPROX. 500 CARDS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN 2. CARD BOARD BOXES, EAST SIDE OF ROOM 305, ON TOP OF TABLE.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD, NO PRIOR RECORDS (NEW SETUP).
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Index to Reports

#1

Bureau of Highways, Maintenance Division.

Title 88

| Date | No | Title | Date of Record |
|---------|-----|--|----------------|
| 1-3-40 | 109 | (Contracts and W.P.A. data) | 1936--- |
| 1-3-40 | 110 | (Correspondence and Information) | 1936--- |
| 1-4-40 | 111 | (Truck Reports) | 1938--- |
| 1-4-40 | 112 | (Maintenance Division Correspondence) | 1938--- |
| 1-4-40 | 113 | Oiling Roads Semi-Macadam Roads | 1935--- |
| 1-5-40 | 114 | (Book lease of Various Books of City Code and Materials) | 1906--- |
| 1-5-40 | 115 | Sponsors Project File | 1936--- |
| 1-5-40 | 116 | (W.P.A. Starting and Completion File) | 1936--- |
| 1-8-40 | 117 | (Unimproved Street File) | 1937--- |
| 1-8-40 | 118 | Kardex File containing 4400 Names of Roads Streets, Avenues, Alleys. | 1882--- |
| 1-8-40 | 119 | (General Map of Baltimore City) | 1888--- |
| 1-8-40 | 120 | Department of Public Works Daily Reports. | 1936--- |
| 1-9-40 | 121 | (Streets In Progress) | 1938--- |
| 1-9-40 | 122 | W.P.A. Starting Notices | 1935--- |
| 1-10-40 | 123 | (Character of Paving Driveways and Tracks) | 1913--- |
| 1-10-40 | 124 | (Requisitions for materials) (Sewers Water Bills) | 1938--- |
| 1-10-40 | 125 | (Sponsors Projects Various Numbers) | 1937--- |
| 1-10-40 | 126 | (City Contracts and Cost) | 1936--- |
| 1-11-40 | 127 | (Contracts for Asphalt for Macadam Roads) | 1937--- |
| 1-11-40 | 128 | (Compensation bases) | 1924-1929, |
| 1-11-40 | 129 | (Compensation bases) | 1929-1932 |
| 1-12-40 | 130 | City of Baltimore, Bureau of Highways Time Sheets | 1939--- |
| 1-12-40 | 131 | (Department of Public Works. Daily Report) | 1938--- |
| 1-12-40 | 132 | (Department of Public Works - Chief Engineers Office.) | 1939--- |
| 1-15-40 | 133 | Locations for Districts | 1939--- |

| Date | No | Title | #2 | Date of Record |
|---------|-----|---|----|----------------|
| 1-15-40 | 134 | (Truck Hire) | | 1938--- |
| 1-16-40 | 135 | (Bureau of Highways Weekly Report) | | 1938--- |
| 1-16-40 | 136 | (Time Reports) | | 1939--- |
| 1-16-40 | 137 | Specifications, Proposals, Contracts and Bond | | 1939--- |
| 1-16-40 | 138 | (Sheet Asphalt Repairs) | | 1939--- |
| 1-17-40 | 139 | (Laboratory Reports on asphalt) | | 1939--- |
| 1-17-40 | 140 | (Blue Prints and cuts made) | | 1939 |
| 1-17-40 | 141 | (Work Order Index) | | 1940--- |
| 1-17-40 | 142 | Street Improvements | | 1938--- |
| 1-18-40 | 143 | Work Orders. | | 1937--- |
| 1-18-40 | 144 | (Work Orders) | | 1933-1940. |
| 1-18-40 | 145 | (Footway Orders) | | 1938--- |
| 1-19-40 | 146 | (Utility Corporation Sketches for Repairs of Streets) | | 1939--- |
| 1-19-40 | 147 | (Macadam Paving) | | 1939--- |
| 1-19-40 | 148 | (Miscellaneous Materials for Paving) | | 1939 |
| 1-22-40 | 149 | (Requisitions for Paving materials) | | 1939--- |
| | 150 | | | |
| 1-22-40 | 151 | Bills from Utility Corporation for Various Paving materials | | 1934--- |
| 1-23-40 | 152 | (Accident bases) | | 1933--- |
| 1-23-40 | 153 | (Footways Repairs) | | 1936--- |
| 1-23-40 | 154 | Estimates | | 1930--- |
| 1-24-40 | 155 | (Material Order) | | 1939--- |
| 1-24-40 | 156 | (Record of Various Kinds of Paving materials) | | 1935--- |

WALL-WHITELEY
(Worker's full name)

1/3/40
(Date)

109
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY, State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 307
(Name of building, room number, street address)

1. Title (CONTRACTS AND W.P.A. DATA)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1936---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 500 FOLDERS CONTAINING APPROX 2000 CONTRACTS AND DATA,
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE,
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF CONTRACTS AND W.P.A. DATA AND VARIOUS PROJECTS
(Purpose and general nature of record. Principal items of information

PERFORMED WORK UNDER SUPERVISION OF MAINTENANCE DEPARTMENT
shown. Summary of forms used in making record, their headings, etc. If a very

BUREAU OF HIGHWAYS - RECORD SHOWS VARIOUS KINDS OF PAVING
general or miscellaneous record, detailed information as to type of records

MATERIALS USED AND LUMBER; LISTING THE NUMBERS OF ALL
contained and dates covered by each should be given. Unless contents of those

PROJECTS WHICH PERFORMED THIS WORK, ALSO ANALYSIS OF W.P.A.
records are described by other Forms 12-13HR, such forms should be filled out

WORK AND VARIOUS REPLACEMENTS PROGRAM INSTITUTED BY
and attached)

6. Contents--continued MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - CITY OF BALTIMORE.
7. Arrangement CHRONOLOGICALLY BY DATE OF CONTRACT
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPE WRITTEN ON PRINTED FORMS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF FILE DRAWER 25"X 14"X 11" - SIZE OF FORM 10"X 8"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities EAST SIDE OF ROOM 307 MUNICIPAL BUILDING
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORDS GOOD - PRIOR RECORDS IN VAULT - 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) _____ (Date of publication)

CONSTRUCTION DIVISION - BUREAU OF HIGHWAYS - ROOM 307 - MUNICIPAL BUILDING

| | |
|-----------|--|
| TITLE | (CONTRACTS AND W.P.A. DATA) |
| DATES | 1936 - - - |
| QUANTITY | 500 FOLDERS CONTAINING APPROX 2000 CONTRACTS AND DATA. |
| LABELING | NONE |
| Dis - MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF CONTRACT. |
| INDEXING | NONE |
| WRITING | TYPEWRITTEN ON PRINTED FORMS |
| SIZE | OF FILE DRAWER 25" X 14" X 11" - SIZE OF FORM 10" X 8" |
| LOCATION | EAST SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD - PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING |

CONTENTS CONSISTS OF CONTRACTS AND W.P.A. DATA AND VARIOUS PROJECTS WHO PERFORMED WORK UNDER SUPERVISION OF MAINTENANCE DEPARTMENT BUREAU OF HIGHWAYS. RECORD SHOWS VARIOUS KINDS OF PAVING MATERIALS USED AND LUMBER NAMEING THE NUMBERS OF ALL PROJECTS WHO PERFORMED THIS WORK ALSO ANALYSIS OF W.P.A WORK AND VARIOUS REPLACEMENTS PROGRAM INSTITUTED BY MAINTENANCE DIVISION. BUREAU OF HIGHWAYS - CITY OF BALTIMORE.

SER. #110.

THIS SERIAL IS A KEY TO 4 FILE DRAWERS IN ROOM 307-

MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - 3rd FLOOR.

WHITELEY-AND-WALL- 1-3-40

(Worker's full name)

(Date)

110
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MR. SHIPLEY-OFFICE.
ROOM-307-MUNICIPAL-BUILDING, 3RD FLOOR.
(Name of building, room number, street address)

1. Title (CORRESPONDENCE-^A INFORMATION)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1936--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 31-LETTER-FOLDERS-CONTAINING-APPROX. 500 CONTRACTS-AND-^A INFORMATION.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling GENERAL-CORRESPONDENCE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF GENERAL CORRESPONDENCE AND INFORMATION
(Purpose and general nature of record. Principal items of information

MAINTENANCE-DIVISION, IN REGARDS TO ANALYSIS OF BITUMINOUS
shown. Summary of forms used in making record, their headings, etc. If a very

MATERIALS, RECORDS SHOW: DEPARMENT ACCIDENTS,
general or miscellaneous record, detailed information as to type of records

BLANKET WORK ORDERS, BLUE PRINT, CABLES, BLUE PRINTS,
of
contained and dates covered by each should be given. Unless contents of these

ENGINEERS FORMULAE, BRICK PAVING DATA, COBBLE-GUT-
records are described by other Forms 12-13HR, such forms should be filled out

TERS, DISTRICT SUPERINTENDENT LIST, DRAINS INSTALLED
and attached)

MAINTENANCE-DIVISION, CHIEF ENGINEERS CORRESPONDENCE.

CONTINUED ON #13

- 6. Contents--continued HIGHWAYS ENGINEERS CORRESPONDENCE, MAINTENANCE ENGINEERS CORRESPONDENCE, CURB REPAIRS, CURVES INFORMATION ON SUPER-ELEVATED, C.W.A. PROJECT, INFORMATION DEPARTMENT ACCIDENTS, EQUIPMENT OF VARIOUS KINDS To Do -
- 7. Arrangement CHRONOLOGICALLY-BY-DATE.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
- 8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

- 9. Writing TYPE-WRITTEN-ON-LETTER HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

DRAWER-25"x14"x11"

- 10. Size OF FOLDER-12"x9 1/2"-SIZE OF LETTER HEADS-11"x8 1/2"-SIZE OF FILE-A
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

- 11. Location by dates and quantities EAST SIDE OF ROOM-307-MUNICIPAL-
(Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING-3rd FLOOR.
cabinet, on floor)

- 12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT-3rd FLOOR.)
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known

THIS WORK RECORD ALSO SHOWS WEEKLY EXPENSE SHEETS, FOOTWAY
to have been kept earlier than dates shown in item 2)
SNOW CLEANED, HOLIDAYS-1936 MEN WORKING, IMPROVED PAVING,
CHARGES FOR CUTTING, INSTRUCTIONS, INTER DEPARTMENT WORK,

- 13. WEEKLY LAY OFF MEN, MACADEM-RE-
PAIR, COST DATA, MEASUREMENTS OF STREETS, ORDINANCE #739
STREETS FOR 1936, OILING ROADS DATA-1936, A-1 PAINT PRODUCTS

CONTINUED ON NEXT PAGE

WHITELEY AND WALL - 1-3-40

#110

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY State MARYLAND

Name of agency or office MAINTENANCE DIVISION BUREAU OF HIGHWAYS
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 307 MUNICIPAL BUILDING
(Name of building, room number, street address)

1. Title (Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates (Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity (Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records (If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents PICTURES, PRELIMINARY ANALYSIS SHEETS, SHEET ASPHALT
(Purpose and general nature of record; Principal items of information

REPAIRS, DAILY LOCATIONS, SNOW PLOW INSTRUCTIONS, SNOW HILLS,
shown. Summary of forms used in making record, their headings, etc. If a very

1935-1936, SNOW DATA-1935. SNOW INFORMATION AND COMPLAINTS,
general or miscellaneous record, detailed information as to type of records

STORM-1-23-35. - STREET AND ALLEYS LISTED FOR REPAIRS,
contained and dates covered by each should be given. Unless contents of these

SUNDAY WORK LOCATIONS, WEED COMPLAINTS.
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

ROOM-307-MUNICIPAL-BUILDING-3rdFLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAY.

| | |
|---|--|
| TITLE. | CORRESPONDENCE AND INFORMATION MAINTENANCE DIVISION |
| DATE. | 1936--. |
| QUANTITY. | 31-LETTER FOLDERS-CONTAINING APPROX-500-CONTRACTS-A AND INFORMATION. |
| LABELING | GENERAL CORRESPONDENCE. |
| DIS- ^A _B -MISS-R. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE. |
| INDEXING. | NONE. |
| WRITING. | TYPE-WRITTEN-ON-LETTER-HEADS. |
| SIZE. | OF-FOLDER-12"x9 $\frac{1}{2}$ "-SIZE OF LETTER HEADS-11"x8 $\frac{1}{2}$ "-SIZE OF FILE DRAWER ^{25"x14"x11"} |
| LOCATION. | EAST SIDE OF ROOM-307-MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION; RECORDS | GOOD-(PRIOR RECORDS IN VAULT-3 rd FLOOR.) |
| CONTENTS; CONSIST OF | GENERAL CORRESPONDENCE AND INFORMATION MAINTENANCE-DIVISION IN REGARDS TO ANALYSIS OF BITUMINOUS MATERIALS. |
| RECORD SHOWS | RECORD SHOWS, BLANKET WORK ORDERS, BLUE PRINT CABLES, BLUE PRINTS, ENGINEERS FORMULES, BRICK PAVING DATA, COBBLE GUTTERS, DISTRICT SUPERINTENDENT LIST, DRAINS INSTALLED BY MAINTENANCE DIVISION, CHIEF ENGINEERS CORRESPONDENCE, HIGHWAYS ENGINEERS CORRESPONDENCE, MAINTENANCE ENGINEERS CORRESPONDENCE, CURB REPAIRS, CURVES INFORMATION ON SUPER-ELEVATED, C.W.A. PROJECT INFORMATION, DEPARTMENT ACCIDENTS, EQUIPMENTS OF VARIOUS KINDS TO DO THIS WORK. RECORD ALSO SHOWS, WEEKLY EXPENSE SHEETS, FOOTWAY SNOW CLEANED, HOLIDAYS-1936 MEN WORKING, IMPROVED PAVING, CHARGES FOR CUTTING, INSTRUCTIONS, INTER DEPARTMENT WORK, |
| | → CONTINUED-ON-#2. |

WEEKLY LAY OFF MEN, MACADEM REPAIR COST DATA, MEASUREMENTS OF
 STREETS, ORDINANCE # 739 STREETS FOR 1936, OILING ROADS DATA-1936.
 A-I. PAINT PRODUCTS, PICTURES, PRELIMINARY ANALYSIS SHEETS, SHEET ASPHALT
 REPAIRS, DAILY LOCATIONS, SNOW PLOW INSTRUCTIONS, SNOW-HILLS, -1935-1936.
 SNOW DATA, -1935, SNOW INFORMATION AND COMPLAINTS, STORM OF 1-23-35.
 STREETS AND ALLEYS LISTED FOR REPAIRS, SUNDAY WORK LOCATIONS,
 WEED COMPLAINTS.

WEEKLY PROGRESS AND COST DATA DISTRICT-NO. 1.

" " " " " " - NO-2.

" " " " " " - NO-3.

" " " " " " - NO-4.

" " " " " " - NO-5.

WALL - WHITELEY
(Worker's full name)

1/4/40
(Date)

111
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 307.
(Name of building, room number, street address)

1. Title (TRUCK REPORTS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1938--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 37 TRUCK REPORTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents REPORTS CONSISTS OF SERVICING OF TRUCKS OF MAINTENANCE
(Purpose and general nature of record. Principal items of information

DIVISION, BUREAU OF HIGHWAYS, RECORD SHOWS MIMEOGRAPH FORM,
shown. Summary of forms used in making record, their headings, etc. If a very

DATE OF SPEEDOMETER READING AND NAME OF PERSONS WHO PERFORM
general or miscellaneous record, detailed information as to type of records

THE WORK, ALSO SPECIFICS VARIOUS PARTS OF TRUCKS THAT ARE GREASED,
contained and dates covered by each should be given. Unless contents of these

OILED AND SERVICED AND DATE WHEN WORK WAS DONE WHICH WAS
records are described by other Forms 12-13HR, such forms should be filled out

AUTHORIZED BY MAINTENANCE DIVISION - BUREAU OF HIGHWAYS,
and attached)

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.

(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.

(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing MIMEOGRAPH FORMS.

(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size OF FORMS - 11" X 8 1/2" - SIZE OF CABINET DRAWER - 25" X 14" X 11"

(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities EAST SIDE OF ROOM 307 MUNICIPAL BUILDING

(Room, vault, wall--N.E.S.W., section, bin, shelf,

3RD FLOOR.

cabinet, on floor)

12. Other information RECORDS GOOD - PRIOR RECORDS IN VAULT - 3RD FLOOR

(Condition of record if not good. Relation to other records.

MUNICIPAL BUILDING.

Information on prior, subsequent, or similar records. Whether record is known

to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

CONSTRUCTION DIVISION - BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING

| | |
|----------|---|
| TITLE | (TRUCK REPORTS) |
| DATES | 1938--- |
| QUANTITY | 32 TRUCKS |
| LABELING | NONE |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF REPORT |
| INDEXING | NONE |
| WRITING | MIMEOGRAPH FORMS |
| SIZE | OF FORM 11" X 8 1/2" - SIZE OF CABINET DRAWER - 25" X 14" X 11" |
| LOCATION | EAST SIDE OF ROOM 307 MUNICIPAL BUILDING, 3RD FLOOR, |
| INFOR | RECORDS GOOD - PRIOR RECORDS IN VAULT - 3RD FLOOR MUNICIPAL BUILDING. |

CONTENTS REPORTS CONSISTS OF SERVICING OF TRUCKS OF MAINTENANCE DIVISION BUREAU OF HIGHWAYS - RECORD SHOWS MIMEOGRAPH FORM DATE OF SPEEDOMETER READING AND NAME OF PERSONS WHO PERFORM THE WORK ALSO SPECIFYS VARIOUS PARTS OF TRUCKS THAT ARE GREASED OILED AND SERVICED AND DATE WHEN WORK WAS DONE WHICH WAS AUTHORIZED BY MAINTENANCE DIVISION - BUREAU OF HIGHWAYS.

WALL-WHITELEY
(Worker's full name)

1/4/40
(Date)

112
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 307.
(Name of building, room number, street address)

1. Title (MAINTENANCE DIVISION CORRESPONDENCE)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1938---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 CARD BOARD FILES CONTAINING APPROX. 200 CARDS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling CORRESPONDENCE CHIEF ENGINEER AND ASSISTANT ENGINEER
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF CORRESPONDENCE FROM CHIEF ENGINEER AND ASSISTANT
(Purpose and general nature of record. Principal items of information

ENGINEER TO SUPERINTENDENT OF MAINTENANCE DIVISION BUREAU OF HIGHWAYS
shown. Summary of forms used in making record, their headings, etc. If a very

RECORD SHOWS CORRESPONDENCE IS PERTINENT TO REPAIRS OF
general or miscellaneous record, detailed information as to type of records

MACADAM ROADS, ALLEYS, AND STREETS OF CITY OF BALTIMORE, FROM
contained and dates covered by each should be given. Unless contents of these

CHIEF ENGINEER AND ASSISTANT ENGINEER, WHO APPROVES REPAIRS
records are described by other Forms 12-13HR, such forms should be filled out

AND WHEN WORK IS TO BE STARTED BY MAINTENANCE DIVISION-
and attached)

6. Contents--continued BUREAU OF HIGHWAYS

7. Arrangement ALPHABETICALLY BY CORRESPONDENCE
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing CARD SYSTEM
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON CARDS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size OF CARD BOARD FILE 15" X 5 1/2" X 3 1/2" - SIZE OF CARD 8" X 4"
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities WEST SIDE OF ROOM 307- MAINTENANCE
(Room, vault, wall--N.E.S.W., section, bin, shelf,

DIVISION-MUNICIPAL BUILDING,
cabinet, on floor)

12. Other information RECORDS GOOD- PRIOR RECORDS IN VAULT- 3RD FLOOR
(Condition of record if not good. Relation to other records.

MUNICIPAL BUILDING.

Information on prior, subsequent, or similar records. Whether record is known

to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

_____ (Place of publication)

_____ (Date of publication)

CONSTRUCTION DIVISION-BUREAU OF HIGHWAYS-ROOM 307 MUNICIPAL BUILDING

| | |
|----------|--|
| TITLE | (MAINTENANCE DIVISION CORRESPONDENCE) |
| DATES | 1938--- |
| QUANTITY | 2 CARD BOARD FILES CONTAINING APPROX 200 CARDS. |
| LABELING | CORRESPONDENCE CHIEF ENGINEER AND ASSISTANT ENGINEER |
| Dis-Mis | NONE |
| ARRANGE | ALPHABETICAL BY CARD SYSTEM |
| INDEXING | CARD SYSTEM |
| WRITING | TYPE WRITTEN ON CARDS |
| SIZE | OF CARD BOARD FILE 15" X 5 1/2" X 3 1/2" - SIZE OF CARD 8" X 4" |
| LOCATION | WEST SIDE OF ROOM 307-MAINTENANCE DIVISION-MUNICIPAL BUILDING. |
| INFOR | RECORDS GOOD-PRIOR RECORDS IN VAULT-3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | <p>CONSISTS OF CORRESPONDENCE FROM CHIEF ENGINEER AND ASSISTANT ENGINEER TO SUPERINTENDENT OF MAINTENANCE DIVISION-BUREAU OF HIGHWAYS.</p> <p>RECORD SHOWS-CORRESPONDENCE IS PERTAINING TO REPAIRS OF MACADAM ROADS, ALLEYS, AND STREETS OF CITY OF BALTIMORE, FROM CHIEF ENG. AND ASSISTANT ENGINEER, WHO APPROVES REPAIRS AND WHEN WORK IS TO BE STARTED BY MAINTENANCE DIVISION-BUREAU OF HIGHWAYS.</p> |

WHITELEY-AND-WALK.
(Worker's full name)

1-4-40.
(Date)

113
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~██████████~~ BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307-MUNICIPAL-BUILDING. 3rd FLOOR.
(Name of building, room number, street address)

1. Title OILING-ROADS - SEMI-MACADAM ROADS.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1935- - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1- CARD-BOARD-FILE-DRAWER-CONTAINING-APPROX. 500 CARDS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling OILING ROADS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF OILING VARIOUS MACADEM AND SEMI-MACADEM
(Purpose and general nature of record. Principal items of information

ROADS. RECORDS SHOW DATES WHEN THIS WORK WAS PER-
shown. Summary of forms used in making record, their headings, etc. If a very

FORMED AND KIND OF VARIOUS ROAD MATERIALS USED. ALSO
general or miscellaneous record, detailed information as to type of records

SHOWS DIFFERENT KINDS APPLICATIONS USED FROM ROAD-
contained and dates covered by each should be given. Unless contents of these

TO-ROAD SPECIFYING THEIR NAMES; WORK BEING PER-
records are described by other Forms 12-13HR, such forms should be filled out

FORMED BY MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS
and attached)

6. Contents--continued CITY-OF-BALTIMORE.
7. Arrangement CHRONOLOGICAL-BY-DATE-OF-ORDER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing CARD-SYSTEM.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)
9. Writing TYPE WRITTEN-ON-CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)
10. Size OF CARD DRAWER-15"x8"-SIZE-OF-CARD-5"x8"-EACH-CARD-NUMBERED.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)
11. Location by dates and quantities WEST SIDE ROOM-307-MUNICIPAL-BUILDING
(Room, vault, wall--N.E.S.W., section, bin, shelf,
MAINTENANCE-DIVISION-3rd FLOOR.
cabinet, on floor)
12. Other information RECORDS-GOOD-(PRIOR RECORDS IN VAULT-3rd FLOOR.)
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

ROOM-307-MUNICIPAL-BUILDING-3rdFLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|-------------------------------|---|
| TITLE. | OILING-ROADS.-SEMI-MACADEM ROADS. |
| DATES. | 1935--. |
| QUANTITY. | 1-CARD-BOARD-FILE-DRAWER-CONTAINING-APPROX-500 CARDS. |
| LABELING | OILING ROADS. |
| DIS. ^A -MISS.-REC. | NONE. |
| ARRANGEMENT. | ALPHABETICALLY-BY-DATE-OF-ORDER. |
| INDEXING. | CARD SYSTEM. |
| WRITING. | TYPEWRITTEN ON CARDS. |
| SIZE | OF CARD-DRAWER.-15"x8"-SIZE OF CARD-5"x8" EACH CARD NUMBERED. |
| LOCATION. | WEST SIDE OF ROOM-307-MUNICIPAL-BUILDING.-MAINTENANCE-DIV. |
| INFORMATION | RECORDS GOOD. (PRIOR RECORDS IN VAULT 3 rd FLOOR. |

CONTENTS; CONSIST OF OILING VARIOUS MACADEM-AND-SEMI-MACADEM ROADS. RECORDS SHOW DATES WHEN THIS WORK WAS PERFORMED, AND, KIND OF VARIOUS ROAD MATERIALS USED. ALSO SHOWS DIFFERENT KINDS APPLICATIONS USED. FROM ROAD-TO-ROAD-SPECIFYING THEIR NAMES, WORK BEING PERFORMED BY MAINTENANCE DIVISION- BUREAU-OF-HIGHWAYS-CITY OF BALTIMORE.

WALL-WHITELEY,
(Worker's full name)

1/5/40
(Date)

114
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~COMM~~ BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 307.
(Name of building, room number, street address)

1. Title (BOOK CASE OF VARIOUS BOOKS OF CITY CODE AND MATERIALS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1906--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity APPROX. 150 BOOKS OF CITY CODE BOOKS AND BOOKS OF MATERIALS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE,
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSIST OF BOOK CASE OF CITY CODE BOOKS OF DIFFERENT YEARS
(Purpose and general nature of record. Principal items of information

ALSO THIS BOOK CASE CONTAINS BOOKS OF VARIOUS KINDS OF PAVING AND
shown. Summary of forms used in making record, their headings, etc. If a very

ROAD MATERIAL AND EQUIPMENT TO PERFORM PAVING AND ROAD
general or miscellaneous record, detailed information as to type of records

WORK FOR MAINTENANCE DIVISION-BUREAU OF HIGHWAYS.
contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out
and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF ISSUE.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing PRINTED IN BOOK FORM - APPROX 500 PAGES TO BOOK.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size OF BOOK CASE - 15 FEET X 15 FEET - VARIOUS SIZE BOOKS.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities NORTH SIDE OF ROOM 307 MUNICIPAL
(Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING - 3RD FLOOR.
cabinet, on floor)

12. Other information RECORDS GOOD - PRIOR RECORDS IN VAULT - 3RD FLOOR.
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

ROOM-307-MUNICIPAL-BUILDING-3rd FLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|--|
| TITLE. | BOOK-CASE-OF-VARIOUS-BOOKS OF CITY CODE AND MATERIALS. |
| DATES. | 1906--. |
| QUANTITY. | APPROX. 150 BOOKS-OF-CITY-CODE BOOKS, AND BOOKS-OF-MATERIALS |
| LABELING. | NONE. |
| ^A ^N DIS-D-MISS-REC. | NONE |
| ARRANGEMENT. | CHRONOLOGICALLY-BY DATE OF ISSUE. |
| INDEXING. | NONE |
| WRITING. | PRINTED-IN-BOOK FORM. APPROX. 500 PAGES TO BOOK. |
| SIZE. | OF BOOK CASE-15 FT. X 15 FT. SIZE OF BOOKS VARIOUS SIZE. |
| LOCATION. | NORTH SIDE OF ROOM-307 MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD. PRIOR RECORDS IN VAULT-3 rd FLOOR. |

CONTENTS ; CONSIST OF BOOK-CASE OF CITY CODE BOOKS OF DIFFERENT YEARS. ALSO THIS BOOK-CASE CONTAINS BOOKS OF VARIOUS KINDS OF PAVING AND ROAD MATERIAL AND EQUIPMENT TO PERFORM PAVING AND ROAD WORK FOR MAINTENANCE DIVISION-BUREAU-OF-HIGHWAYS

WHITELEY-AND-WALK
(Worker's full name)

1-5-40
(Date)

115
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 307-MUNICIPAL-BUILDING 3rd FLOOR.
(Name of building, room number, street address)

1. Title SPONSORS PROJECT FILE.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-CARD-BOARD FILE-APPROX.-500 CARDS OF VARIOUS STREETS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSIST OF SPONSORS PROJECTS AND THEIR VARIOUS
(Purpose and general nature of record. Principal items of information

NUMBERS FOR PAYING OF CITY OF BALTIMORE STREETS
shown. Summary of forms used in making record, their headings, etc. If a very

AND ALLEYS. RECORDS SHOW CITY ORDERS TO START WORK,
general or miscellaneous record, detailed information as to type of records

DATE, ORDER NUMBERS, AMOUNT OF SQUARE YARDS, AND ACTUAL
contained and dates covered by each should be given. Unless contents of these

YARDS TO PERFORM THIS WORK. RECORD ALSO SHOWS AVERAGE
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

CONTINUED-NO-13

6. Contents--continued NUMBER OF MEN-DISTRICT NUMBERS, SUPERINTENDENT NAMES, INSPECTORS NAMES, ALSO NUMBERS OF STREET AND THEIR NAMES. AND NAMING ALLEYS, IN REAR OF THESE STREETS, AND NUMBERS OF W.P.A. PROJECTS WHO PERFORMED THIS WORK UNDER-

7. Arrangement CHRONOLOGICALLY-BY-DATE-OF-WORK-ORDER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing TYPE-WRITTEN-ON-CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size OF-CARD-BOARD-FILE-15"x5 1/2"x3 1/2"-SIZE-OF-CARD-5"x3".
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities NORTH-SIDE-OF-ROOM-307 MUNICIPAL
(Room, vault, wall--N.E.S.W., section, bin, shelf,

BUILDING-MAINTENANCE-DIVISION.
cabinet, on floor)

12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT 3RD FLOOR.)
(Condition of record if not good. Relation to other records.

#6- SUPERVISION OF MAINTENANCE DIVISION-BUREAU OF HIGHWAYS.
Information on prior, subsequent, or similar records. Whether record is known

to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication)

(Date of publication)

ROOM-307-MUNICIPAL-BUILDING.-3rdFLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|------------------------------|--|
| TITLE. | SPONSORS PROJECT FILE. |
| DATES. | 1936--. |
| QUANTITY. | 1- CARD BOARD FILE APPROX.- 500 CARDS-VARIOUS PROJECTS NUMBERS. |
| LABELING. | NONE |
| DIS. ^A -MISS-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY BY DATE- OF WORK ORDER. |
| INDEXING. | CARD-SYSTEM. |
| WRITING. | TYPE-WRITTEN ON CARDS. |
| SIZE. | OF CARD BOARD FILE.-15x5 $\frac{1}{2}$ x3 $\frac{1}{2}$ "-SIZE-OF-CARD-5"x3" |
| LOCATION. | NORTH SIDE OF ROOM-307-MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD. PRIOR RECORDS IN VAULT-3 rd FLOOR. |

CONTENTS ; CONSIST OF SPONSORS PROJECTS AND THEIR VARIOUS NO'S- FOR PAYING OF CITY OF BALTIMORE STREETS AND ALLEYS. RECORDS SHOW CITY WORK ORDERS TO START WORK-DATE-ORDER NUMBER, AMOUNT-OF-SQUARE YARDS, AND ACTUAL YARDS TO, PERFORMED THIS WORK. RECORD ALSO SHOWS AVERAGE NUMBER OF MEN - IN DISTRICT NUMBERS, SUPERINTENDENTS NAMES INSPECTORS NAMES ALSO NUMBERS OF STREETS AND NAMEING REAR ALLEYS IN REAR OF THESE STREETS AND NUMBERS OF W.P.A. PROJECTS WHO PERFORMED THIS WORK UNDER SUPERVISION OF MAINTENANCE DIVISION-BUREAU OF HIGHWAYS.

WALL-WHITELEY
(Worker's full name)

1/5/40
(Date)

116
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 307
(Name of building, room number, street address)

1. Title (W.P.A. STARTING AND COMPLETION FILE)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1936---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARD BOARD FILE (APPROX 500 CARDS)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling STATUS DOUBLE TREATMENT STREETS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents PERTAINS TO VARIOUS TREATMENT OF MACADAM STREETS IN
(Purpose and general nature of record. Principal items of information

VARIOUS OUTLYING DISTRICTS OF BALTIMORE CITY AND THEIR LOCATION
shown. Summary of forms used in making record, their headings, etc. If a very

RECORD SHOWS NAMES OF VARIOUS STREETS WHERE WORK WAS
general or miscellaneous record, detailed information as to type of records

PERFORMED AND COMPLETED AND NAMING DISTRICT NUMBER THIS
contained and dates covered by each should be given. Unless contents of these

WORK WAS PERFORMED AND THEIR VARIOUS TREATMENTS, NAMING IF STREETS
records are described by other Forms 12-13HR, such forms should be filled out

ARE PRIVATE OR PUBLIC, WORK BEING DONE UNDER SUPERVISION OF
and attached)

6. Contents--continued MAINTENANCE DIVISION - BUREAU OF HIGHWAYS.
-
-
-
7. Arrangement CHRONOLOGICALLY BY DATE OF ORDER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing CARD SYSTEM.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)
9. Writing HAND WRITTEN IN PENCIL.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)
10. Size OF CARD BOARD FILE 15" 5 1/2" X 3 1/2" SIZE OF CARDS 5" X 3"
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)
11. Location by dates and quantities NORTH SIDE OF ROOM 307 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
cabinet, on floor)
12. Other information RECORDS GOOD - PRIOR RECORDS IN VAULT 3RD FLOOR
(Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING

| | |
|----------|--|
| TITLE | (W.P.A. STARTING AND COMPLETION FILE) |
| DATES | 1936-- |
| QUANTITY | 1 CARD BOARD FILE (APPROX 500 CARDS) |
| LABELING | STATUS DOUBLE TREATMENT STREETS |
| Dis. Mis | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF ORDER |
| INDEXING | CARD SYSTEM |
| WRITING | HAND WRITTEN IN PENCIL |
| SIZE | OF CARD BOARD FILE 15" 5 1/2" X 3 1/2" SIZE OF CARD 5" X 3" |
| LOCATION | NORTH SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD - PRIOR RECORDS IN VAULT, 3 RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | PERTAINS TO VARIOUS TREATMENT OF MACADAM STREETS IN VARIOUS OUTLAYING DISTRICTS OF BALTIMORE CITY - AND THEIR LOCATION - RECORD SHOWS NAMES OF VARIOUS STREETS WHERE WORK WAS PERFORMED AND COMPLETED. AND NAME IN DISTRICT NO. THIS WORK WAS PERFORMED AND THEIR VARIOUS TREATMENTS NAMEING IF STREETS ARE PRIVATE OR PUBLIC, WORK BEING DONE UNDER SUPERVISION OF MAINTENANCE DIVISION - BUREAU OF HIGHWAYS, |

WALL-WHITELEY
(Worker's full name)

1/8/40
(Date)

117
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 307.
(Name of building, room number, street address)

1. Title (UNIMPROVED STREET FILE)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1937---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARD BOARD FILE - APPROX. 5000 CARDS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SUMMARY OF UNIFORMED STREETS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents PERTAINS TO UNIMPROVED STREETS, AVENUES, AND ROADS.
(Purpose and general nature of record. Principal items of information

IN BALTIMORE CITY. RECORD SHOWS NAMES OF THE STREETS, ROADS,
shown. Summary of forms used in making record, their headings, etc. If a very

AND AVENUES, AND THE RECORDS NAMING THE DISTRICT,
general or miscellaneous record, detailed information as to type of records

NUMBER, DATE SURVEYED, AND DATE COMPLETED, AND TOTAL
contained and dates covered by each should be given. Unless contents of those

NUMBER OF STREETS, AVENUES AND ROADS, BY MAINTENANCE
records are described by other Forms 12-13HR, such forms should be filled out

DIVISION-BUREAU OF HIGHWAY,
and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing CARD SYSTEM.
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing HAND WRITTEN ON CARD.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size OF CARD 8" X 5" SIZE OF FILE 36" X 8 1/2" X 5 1/2"
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities NORTH SIDE OF ROOM 307 MUNICIPAL
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING.
 cabinet, on floor)
12. Other information RECORD GOOD-PRIOR RECORDS IN VAULT 3RD FLOOR
 (Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING.
 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

| | |
|----------|--|
| TITLE | (UNIMPROVED STREET FILE) |
| DATES | 1937--- |
| QUANTITY | 1 CARD-BOARD FILE APPROX 5000 CARDS |
| LABELING | SUMMARY OF UNIMPROVED STREETS |
| DIS-MIS | NONE |
| ARRANGE | ALPHABETICALLY BY DATE OF REPORT |
| INDEXING | CARD SYSTEM |
| WRITING | HAND WRITTEN ON CARD |
| SIZE | OF CARD 8"X5" SIZE OF FILE 36"X 8 1/2" X 5 1/2" |
| LOCATION | NORTH SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORD GOOD- PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | PERTAINS TO UNIMPROVED STREETS, AVENUES, AND ROADS IN BALTIMORE CITY RECORD SHOWS NAMES OF THE STREETS, ROADS AND AVENUES AND THEIR LOCATIONS, NAMEING THE DISTRICT NUMBER DATE SURVEYED AND DATE COMPLETED. AND TOTAL NUMBER OF STREETS AVENUES AND ROADS BY MAINTENANCE DIVISION-BUREAU OF HIGHWAYS. |

WHITELEY-AND-WALL
(Worker's full name)

1-8-40
(Date)

118
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 307 MUNICIPAL BUILDING 3RD FLOOR
(Name of building, room number, street address)

1. Title KARDEX-FILE-CONTAINING 4400 NAMES OF ROADS, STREETS, AVENUES, ALLEYS.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1882--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6-KARDEX-FILES-88 FILE-DRAWERS-4400 VARIOUS STREETS, RDS, AVES, ALLEYS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling VARIOUS NAMES OF STREETS, ALLEYS, ROADS, AVENUES.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents FILES CONTAINS NAMES OF ALL CITY OF BALTIMORE STREETS,
(Purpose and general nature of record. Principal items of information

ALLEYS, ROADS AND AVENUES. RECORD SHOWS LIMITS, CHARACTER
shown. Summary of forms used in making record, their headings, etc. If a very

OF PAVING DRIVEWAYS, TRACKS, DATE COMPLETED, CONTRACT
general or miscellaneous record, detailed information as to type of records

NUMBER, GUARANTEE EXPIRES, WIDTH BETWEEN CURB, LEGAL
contained and dates covered by each should be given. Unless contents of these

STATUS IF PRIVATE OR PUBLIC STREETS, ALLEYS, ROADS, OR
records are described by other Forms 12-13HR, such forms should be filled out

AVENUES. THIS WORK BEING SUPERVISED BY MAINTENANCE DIVISION
and attached)

6. Contents--continued BUREAU OF HIGHWAYS.
-
-
-
7. Arrangement ALPHABETICALLY BY STREETS.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing TYPEWRITTEN-ON-CARDS.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OFFICES-36x10x8-SIZE OF CARDS-5"x8".
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
-
11. Location by dates and quantities NORTH SIDE OF ROOM-307 MUNICIPAL
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING-3rd FLOOR.
 cabinet, on floor)
-
12. Other information RECORDS GOOD. PRIOR RECORDS IN VAULT 3rd FLOOR.
 (Condition of record if not good. Relation to other records.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
-
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

ROOM-307-MUNICIPAL-BUILDING-3rdFLOOR

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|--|
| TITLE. | KARDEX-FILES-CONTAINING-4400 NAMES OF ROADS-STREETS, AVENUES, ALLEYS. ↑ |
| DATES. | 1882--. |
| QUANTITY. | 6-KARDEX-FILES-88-FILE-DRAWERS-4400-VARIOUS-STS, AVES, & RDS. |
| LABELING. | VARIOUS NAMES OF STREETS, ALLEYS, AND ROADS AND AVENUES. |
| DIS- ^A _N -MISS-REC. | NONE. |
| ARRANGEMENT | ALPHABETICALLY BY DATE. |
| INDEXING | NONE. |
| WRITING. | TYPEWRITTEN ON CARDS. |
| SIZE. | OF FILES-36"x10"x8"-SIZE OF CARDS-5"x8" |
| LOCATION | NORTH SIDE OF ROOM 307 MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD (PRIOR RECORDS IN VAULT-3 rd FLOOR.) |
| CONTENTS; | FILES CONTAINS NAMES OF ALL CITY OF BALTIMORE STREETS, ALLEYS, ROADS, AND AVENUES. RECORD SHOWS LIMITS, CHARACTER OF PAVING, DRIVEWAYS, TRACKS, DATE COMPLETED, CONTRACT NUMBER. GUARANTEE EXPIRES, WIDTH BETWEEN CURBS, LEGAL STATUS IF PRIVATE, OR PUBLIC STREETS, ALLEYS, ROADS, OR AVENUES THIS WORK BEING SUPERVISE BY MAINTENANCE DIVISION-BUREAU-OF-HIGHWAYS. |

WALL-WHITELEY
(Worker's full name)

1/8/40
(Date)

119
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 307.
(Name of building, room number, street address)

1. Title (GENERAL MAP OF BALTIMORE CITY)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1888---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 19 MAPS IN STEEL CABINET.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents PERTAINS TO MAPS OF VARIOUS ESTATES AND OWNERS
(Purpose and general nature of record. Principal items of information

AND THEIR NAMES AND LOCATIONS IN THE CITY OF BALTIMORE AND
shown. Summary of forms used in making record, their headings, etc. If a very

SUBURBS-RECORD SHOWS VARIOUS CITY STREETS-NAMED
general or miscellaneous record, detailed information as to type of records

AFTER THE OWNERS OF VARIOUS ESTATES WHICH ARE OWNED
contained and dates covered by each should be given. Unless contents of these

IN BALTIMORE CITY AND SUBURBS.
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement **CHRONOLOGICALLY BY DATE OF ISSUE.**
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing **NONE.**
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing **PRINTED-FORM-MAPS.**
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size **OF CABINET 4' X 3' SIZE OF MAP 2 1/2 X 2 1/2 CONTAINING**
(Of record or container. Height, width, thickness or depth. Average number of
19 MAPS.
pages or documents)

11. Location by dates and quantities **NORTH SIDE OF ROOM 307 MUNICIPAL**
(Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING.
cabinet, on floor)

12. Other information **RECORD GOOD.**
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING.

| | |
|----------|---|
| TITLE | (GENERAL MAP OF BALTIMORE CITY) |
| DATES | 1888-- |
| QUANTITY | 19 MAPS IN STEEL CABINET |
| LABELING | NONE |
| Dis-Mis | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF ISSUE |
| INDEXING | NONE |
| WRITING | PRINTED FORM MAPS |
| SIZE | SIZE OF CABINET 4' X 3' SIZE OF MAP 2 1/2" X 2 1/2" CONTAINING 19 MAPS |
| LOCATION | NORTH SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD. |
| CONTENTS | PERTAINS TO MAPS OF VARIOUS ESTATES AND OWNERS AND THEIR NAMES AND LOCATIONS IN THE CITY OF BALTIMORE AND SURBURBS. RECORD SHOWS VARIOUS CITY STREETS NAMED AFTER THE OWNERS OF VARIOUS ESTATES WHICH ARE OWNED IN BALTIMORE CITY AND SURBURBS. |

WHITELEY-AND-WALL-
(Worker's full name)

1-8-40
(Date)

120
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~██████████~~ BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307-MUNICIPAL-BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title DEPARTMENT-OF-PUBLIC-WORKS DAILY REPORTS.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-CARD-BOARD-FILE-BOX-CONTAINING-500 LETTER HEAD FOLDERS WITH-
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSIST OF LOCATIONS OF STREETS, ROADS, ALLEYS, AND
(Purpose and general nature of record. Principal items of information

AVENUES UNDER CONSTRUCTION AND THEIR DAILY REPORTS.
shown. Summary of forms used in making record, their headings, etc. If a very

RECORD SHOWS SPONSOR'S NUMBER, W.P.A. PROJECT NUMBERS,
general or miscellaneous record, detailed information as to type of records

DESCRIPTION-OF-WORK, NAMES OF THEIR LOCATIONS, DATES
contained and dates covered by each should be given. Unless contents of these

STARTED AND COMPLETED, AMOUNT OF CUBIC YARDS
records are described by other Forms 12-13HR, such forms should be filled out

AND TOTAL INSPECTORS AND FOREMANS NAMES, AMOUNT OF
and attached)

6. Contents--continued HOURS WORKED, AMOUNT PER HOUR, WEATHER CONDI-
TIONS, SKILL AND UNSKILLED LABOR WHO PERFORMED THIS WORK,
AND AMOUNT OF MEN WORKED, BEING SUPERVISED BY MAINTENANCE
DIVISION-BUREAU OF HIGHWAYS.
7. Arrangement CHRONOLOGICALLY BY DATE OF REPORTS.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)
9. Writing PRINTED FORM-WITH-HAND WRITING.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)
10. Size OF CARD BOARD BOX 25"x12"x11"-SIZE OF FORM-11"x8 1/2"-SIZE OF FOLDER-12"x9 1/2"
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)
11. Location by dates and quantities WEST SIDE OF ROOM-307 MUNICIPAL-BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
3rd FLOOR.
cabinet, on floor)
12. Other information RECORDS GOOD (PRIOR RECORDS IN VAULT-3rd FLOOR.)
(Condition of record if not good. Relation to other records.)
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

ROOM- 307 MUNICIPAL-BUILDING. 3rd FLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|--------------|---|
| TITLE. | DEPARTMENT-OF-PUBLIC WORKS DAILY REPORTS. |
| DATE S. | 1936 - - - |
| QUANTITY | WITH APPROX-5000 DAILY REPORTS. 1- CARD-BOARD-FILE BOX-CONTAINING-500 LETTER HEAD FOLDERS |
| LABELING | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY BY DATE OF REPORTS. |
| INDEXING | NONE. |
| WRITING. | PRINTED-FORMS-WITH- HAND-WRITING. |
| SIZE | 12" x 9 1/2" OF CARD BOARD BOX-25" x 12" x 11" SIZE-OF FORM-11" x 8 1/2" SIZE-OF FOLDER- ↑ |
| LOCATION. | WEST SIDE OF ROOM-307 MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD (PRIOR RECORDS IN VAULT-3 rd FLOOR.) |
| CONTENTS; | CONSIST OF LOCATION OF STREETS, ROADS, ALLEYS, AVENUES UNDER CONSTRUCTION AND THEIR DAILY REPORTS. RECORD SHOWS SPONSOR'S NUMBERS, W.P.A. PROJECTS NUMBERS, DATES, DESCRIPTION OF WORK, NAMES OF THEIR LOCATIONS. DATES STARTED AND COMPLETED, AMOUNT OF CUBIC YARDS AND TOTAL INSPECTOR'S AND FOREMANS NAMES-AMOUNT OF HOURS WORKED, AMOUNT PER HOUR WEATHER CONDITIONS, SKILL AND UNSKILL. LABOR WHO PERFORMED THIS WORK AMT. OF MEN WORKED-BEING SUPERVISED BY MAINTENANCE DIVISION-BUREAU OF HIGHWAYS. |

WALL-WHITELEY
(Worker's full name)

1/9/40
(Date)

121
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING - ROOM 307.
(Name of building, room number, street address)

1. Title (STREETS IN PROGRESS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1938---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARD BOARD INDEX FILE (APPROX. 500 CARDS.)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling COBBLE GUTTER FILE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF NAMES OF VARIOUS ROADS, AVENUES, AND ALLEYS,
(Purpose and general nature of record. Principal items of information

LISTED ON CARDS IN FILE TO BE REPAIRED. BEING LISTED BY
shown. Summary of forms used in making record, their headings, etc. If a very

CHIEF ENGINEER, RECORD SHOWS DATE REGISTERED BY
general or miscellaneous record, detailed information as to type of records)

CHIEF ENGINEER, TO HAVE THIS WORK PERFORMED AND LOCATION
contained and dates covered by each should be given. Unless contents of these

OF THIS WORK, NAMING THE STREETS AND ALLEYS, WORK BEING
records are described by other Forms 12-13HR, such forms should be filled out

DONE UNDER SUPERVISION OF MAINTENANCE DIVISION, BUREAU OF HIGHWAYS
and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY OPERATION.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing CARD SYSTEM.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing HAND WRITTEN ON CARDS.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF FILE 15" 5/2" X 3 1/2" SIZE OF CARD 5" X 3".
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities WEST SIDE OF ROOM 307. ON TOP OF TABLE.
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
 cabinet, on floor)
12. Other information RECORDS GOOD- PRIOR RECORD IN VAULT 3RD FLOOR
 (Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING

| | |
|----------|---|
| TITLE | (STREETS IN PROGRESS) |
| DATES | 1938--- |
| QUANTITY | 1 CARD BOARD INDEX FILE, APPROX 500 CARDS. |
| LABELING | COBBLE GUTTER FILE |
| DIS-MIS | NONE |
| ARRANGE | ALPHABETICALLY BY DATE |
| INDEXING | CARD SYSTEM |
| WRITING | HAND WRITTEN ON CARDS |
| SIZE | OF FILE 15" X 5 1/2" X 3 1/2" SIZE OF CARD 5" X 3" |
| LOCATION | WEST SIDE OF ROOM 307 ON TOP OF TABLE |
| INFOR | RECORDS GOOD. PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | CONSISTS OF NAMES OF VARIOUS ROADS, AVENUES, AND ALLEYS, LISTED ON CARDS IN FILE TO BE REPAIRED. BEING LISTED BY CHIEF ENGINEER. RECORD SHOWS DATE REGISTERED BY CHIEF ENGINEER - TO HAVE THIS WORK PERFORMED AND LOCATION OF THIS WORK NAMEING THE STREETS AND ALLEYS - WORK BEING DONE UNDER SUPERVISION MAINTENANCE DIVISION - BUREAU OF HIGHWAYS. |

WHITELEY-AND-WALL 1-9-40.

(Worker's full name)

(Date)

122

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307 MUNICIPAL-BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title W.P.A. STARTING-NOTICES.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-CARD-BOARD-FILE-CONTAINING-APPROX.-500 W.P.A.-NOTICES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling W.P.A.-LOCATIONS-SEE-ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST-OF-W.P.A. STARTING NOTICES AND NAMES OF
(Purpose and general nature of record. Principal items of information

VARIOUS STREETS, ALLEYS, ROADS, AND AVENUES WHERE PAV-
shown. Summary of forms used in making record, their headings, etc. If a very

ING WORK IS TO BE PERFORMED BY MAINTENANCE DIVISION
general or miscellaneous record, detailed information as to type of records

BUREAU OF HIGHWAYS. RECORDS SHOW SPONSOR'S NUMBER,
contained and dates covered by each should be given. Unless contents of these

W.P.A. PROJECT NUMBER, DATE S, NAME OF STREET FROM
records are described by other Forms 12-13HR, such forms should be filled out.

STREET-TO-STREET, DISTRICT NUMBER, INSPECTORS, AND
(and attached)

6. Contents--continued FOREMAN NAMES. ALSO REMARKS AND NAME OF SUPERINTENDENT. THIS NOTICE IS ALSO FILLED OUT AND RETURNED TO EXECUTIVE OF MAINTENANCE DIVISION BUREAU OF HIGHWAYS.
7. Arrangement ALPHABETICALLY-BY-DATE-OF-NOTICES.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing HAND-WRITTEN-ON-PRINTED-FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF FILE-15"x8 1/2"x5 1/2"-SIZE-OF-FORM-NOTICE.-8"x3 1/2".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities WEST-SIDE-OF-ROOM-307 MUNICIPAL-BUILD-ING-MAINTENANCE-DIVISION.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORDS GOOD. PRIOR RECORDS IN VAULT-3rd FLOOR.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
_____ (Place of publication) _____ (Date of publication)

STARTING NOTICE

Sponsor's No. _____ Date _____

Street _____

Date Started _____ District No. _____

Inspector _____ Superintendent _____

Remarks: _____

Return filled out blank to J. E. Keyworth, Room 307 Municipal Office Bldg.

ADDENDA - ROOM-307-MUNICIPAL-BUILDING

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

NUMBERS-OF-W.P.A.PROJECTS-WHO-PERFORMED-THIS-PAVING-WORK.

W.P.A. - PROJECT NUMBER - 32.

" " " " - 33

" " " " - 34

" " " " - 35

" " " " - 36

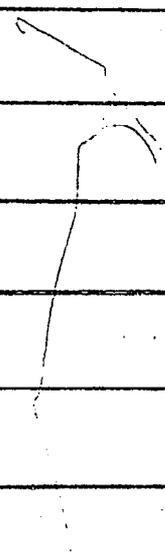
" " " " - 72

" " " " - 73

" " " " - 74

" " " " - 75

" " " " - 112-TO-132-INCLUSIVE



ROOM-307-MUNICIPAL-BUILDING--3rdFLOOR

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|--|
| TITLE. | W.P.A-STARTING NOTICES. |
| DATES | 1935- - - |
| QUANTITY. | 1-CARD-BOARD-BOX-FILE-CONTAINING-APPROX.500-W.P.A.-NOTICES. |
| LABELING. | W.P.A.-LOCATIONS--(SEE ADDENDA) |
| Dis. ^A / ₈ Miss.-REC. | NONE. |
| ARRANGEMENT. | ALPHABETICALLY-BY-DATE-OF-NOTICES. |
| INDEXING. | NONE. |
| WRITING. | HAND-WRITTEN-ON-PRINTED-FORM. |
| SIZE. | OF FILE-15x8 $\frac{1}{2}$ x5 $\frac{1}{2}$ -SIZE-OF-FORM-NOTICE-8"x3 $\frac{1}{2}$ ". |
| LOCATION. | WEST-SIDE-OF-ROOM-307-MUNICIPAL-BUILDING-MAINTENANCE-DIV. |
| INFORMATION. | RECORDS GOOD. (PRIOR RECORDS IN VAULT-3 rd FLOOR.) |

CONTENTS; CONSIST-OF-W.P.A.-STARTING NOTICES-AND-NAMES-OF-VARIOUS STREETS, ALLEYS, ROADS, AND AVENUES WHERE PAVING WORK IS TO BE PERFORMED BY MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS. RECORDS SHOW SPONSOR'S-NUMBER, W.P.A. PROJECT NUMBER, DATES, NAME OF STREET FROM STREET-TO-STREET, DISTRICT NUMBER, INSPECTORS AND FOREMAN NAMES ALSO REMARKS AND NAME OF SUPERINTENDENT. THIS NOTICE IS ALSO FILLED OUT AND RETURNED TO EXECUTIVE OF MAINTENANCE DIVISION BUREAU-OF-HIGHWAYS.

WALL WHITELEY
(Worker's full name)

1/10/40
(Date)

123
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL BUILDING ROOM 307.
(Name of building, room number, street address)

1. Title (CHARACTER OF PAVING DRIVEWAYS AND TRACKS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1913--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARD BOARD FILE APPROX. 500 CARDS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling OLD CARDS TAKEN FROM LEGAL STATUS FILE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents PERTAINS TO LIMITS AND CHARACTER OF PAVING DRIVEWAYS
(Purpose and general nature of record. Principal items of information

AND TRACKS DATE OF COMPLETION, AND CONTRACTORS NAME--
shown. Summary of forms used in making record, their headings, etc. If a very

WHO PERFORMED THE WORK, RECORD SHOWS NAME OF STREET, FROM
general or miscellaneous record, detailed information as to type of records

STREET TO STREET, VARIOUS MATERIALS USED, DATE OF COMPLETION,
contained and dates covered by each should be given. Unless contents of these

NAME OF CONTRACTOR, GUARANTEE EXPIRES, WIDTH BETWEEN CURBS
records are described by other Forms 12-13HR, such forms should be filled out

LEGAL STATUS, NAMING IF PUBLIC OR PRIVATE STREETS AND
and attached)

6. Contents--continued LOCATIONS, UNDER SUPERVISION, MAINTENANCE) DIVISION,
BUREAU OF HIGHWAYS.
-
7. Arrangement ALPHABETICALLY BY CONTRACTOR.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing CARD SYSTEM.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing HANDWRITTEN ON PRINTED FORM CARDS.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF FILE 15" X 8 1/2" X 5 1/2" SIZE OF CARD 8" X 5" APPROX 500
 (Of record or container. Height, width, thickness or depth. Average number of
CARDS.
 pages or documents)
11. Location by dates and quantities NORTH SIDE OF ROOM 307 MUNICIPAL
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING.
 cabinet, on floor)
12. Other information RECORDS GOODS, PRIOR RECORD IN VAULT, 3RD
 (Condition of record if not good. Relation to other records.
FLOOR, MUNICIPAL BUILDING.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

MAINTENANCE DIVISION BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING

| | |
|-----------|---|
| TITLE | (CHARACTER OF PAVING DRIVEWAYS AND TRACKS) |
| DATE | 1913--- |
| QUANTITY | 1 CARD BOARD FILE - APPROX 500 CARDS. |
| LABELLING | OLD CARDS TAKEN FROM LEGAL STATUS FILE |
| DIS-MIS | NONE |
| ARRANGE | ALPHABETICALLY BY DATE |
| INDEXING | CARD SYSTEM |
| WRITING | HAND WRITTEN ON PRINTED FORM CARDS |
| SIZE | OFF FILE 15" X 8 1/2" X 5 1/2" SIZE OF CARD 8 X 5" (APPROX 500 CARDS) |
| LOCATION | NORTH SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD - PRIOR RECORDS IN VAULT - 3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | PERTAINS TO LIMITS, AND CHARACTER OF PAVING DRIVEWAY AND TRACKS - DATE OF COMPLETION AND CONTRACTORS NAME WHO PERFORM THE WORK - RECORD SHOWS NAME OF STREET, FROM STREET TO STREET - VARIOUS MATERIALS USED, DATE OF COMPLETION - NAME OF CONTRACTOR, GUARANTEE EXPIRES, WIDTH BETWEEN CURBS, LEGAL STATUS, NAMEING IF PUBLIC OR PRIVATE STREETS AND LOCATION, UNDER SUPERVISION MAINTENANCE DIVISION, BUREAU OF HIGHWAYS. |

WHITELEY-WALL 1-10-40 124
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307-MUNICIPAL-BUILDING-3RD FLOOR
(Name of building, room number, street address)

1. Title (REQUISITIONS-FOR-MATERIALS)- (SEWER WATER BILLS.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1938- - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 12-LETTER-FOLDERS-CONTAINING APPROX.-500-REQUISITIONS-AND SEWER WATER BILLS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling TRANSFER-SEWER WATER BILLS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST-OF-BUREAU-OF-WATER-SUPPLY DELIVERY TICKETS
(Purpose and general nature of record. Principal items of information

SHOWING VARIOUS KINDS OF MATERIALS DELIVERED TO DIFFERENT
shown. Summary of forms used in making record, their headings, etc. If a very

CITY YARDS BY UTILITY CORPORATIONS ORDERED BY MAINTENANCE
general or miscellaneous record, detailed information as to type of records

DIVISION-BUREAU OF HIGHWAYS-RECORD SHOWS NAME OF UTILITY
contained and dates covered by each should be given. Unless contents of these

CORPORATION WHO DELIVERED VARIOUS KINDS OF MATERIALS
records are described by other Forms 12-13HR, such forms should be filled out

AND THEIR AMOUNT OF POUNDS, NUMBER OF DISTRICT DELIVERED.
and attached)

6. Contents--continued AND ADDRESS OF UTILITY CORPORATION UNDER SUPERVISION OF MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.
-
7. Arrangement CHRONOLOGICALLY-BY-DATE-OF-REQUISITION.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPE-WRITTEN-ON-PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF CARD-BOARD FILE-14"x10"x5 1/2"-SIZE OF FOLDER-12"x9 1/2"-SIZE OF REQUISITION-8 1/2" x 5 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities NORTH SIDE OF ROOM-307 MUNICIPAL-BUREAU OF-HIGHWAYS-3rd FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORDS GOOD-(PRIOR RECORDS IN VAULT-3rd FLOOR.)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

ROOM-307-MUNICIPAL-BUILDING-3rdFLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|--|
| TITLE. | (REQUISITIONS FOR MATERIAL) AND (SEWER-WATER-BILLS) |
| DATES. | 1938--. |
| QUANTITY. | 12-LETTER-HEAD-FOLDERS-CONTAINING (APPROX. 500-REQUISITIONS AND SEWER-WATER BILLS. |
| LABELING. | TRANSFER SEWER WATER BILLS. |
| DIS. ^A MISS-REC. | NONE. |
| ARRANGEMENTS. | CHRONOLOGICALLY-BY-DATE-OF-REQUISITION. |
| INDEXING | NONE. |
| WRITING | TYPE-WRITTEN-ON-PRINTED-FORM. |
| SIZE. | OF CARD BOARD FILE-14"x10"x5 1/2"-SIZ-OF-FOLDER-12"x9 1/2"-SIZE-OF-REQUISITION-8 1/2"x5 1/2" |
| LOCATION. | NORTH-SIDE-OF-ROOM-307-MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD. (PRIOR RECORDS IN VAULT 3 rd FLOOR.) |
| <p>CONTENTS; CONSIST-OF-BUREAU-OF-WATER-SUPPLY-DELIVERY-TICKETS-SHOWING, VARIOUS KINDS OF MATERIALS DELIVERED TO DIFFERENT CITY YARDS. BY UTILITY CORPORATIONS. ORDERED, BY MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS. RECORD SHOWS NAME OF UTILITY CORPORATION WHO DELIVERED VARIOUS KINDS OF MATERIALS AND THEIR AMOUNT OF POUNDS, NUMBER OF DISTRICT DELIVERED AND, ADDRESS OF UTILITY CORPORATION. UNDER SUPERVISION OF MAINTENANCE DIVISION- BUREAU-OF-HIGHWAYS.</p> | |

WALL-WHITELEY

(Worker's full name)

1/10/40

(Date)

125

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY,

State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 307,
(Name of building, room number, street address)

1. Title (SPONSORS PROJECTS VARIOUS NUMBERS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 WOOD FILE DRAWER - APPROX. 300 CARDS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling P. W. A. CONTRACTORS,
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF SPONSORS P. W. A. PROJECT NUMBER, CONTRACT
(Purpose and general nature of record. Principal items of information

NUMBER, NAME OF CONTRACTOR, AMOUNT OF VARIOUS MATERIALS USED,
shown. Summary of forms used in making record, their headings, etc. If a very

RECORD SHOWS VARIOUS WORK PERFORMED BY CONTRACTORS,
general or miscellaneous record, detailed information as to type of records

THROUGH P. W. A. PROJECTS, NUMBER OF SPONSORS UNDER SUPERVISION,
contained and dates covered by each should be given. Unless contents of these

OF MAINTENANCE DIVISION, BUREAU OF HIGHWAYS.

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement **CHRONOLOGICALLY BY SPONSORS PROJECT NUMBER.**
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing **CARD SYSTEM.**
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing **TYPE WRITTEN ON PRINTED FORMS.**
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size **OF FILE DRAWER 24" X 9 X 5 1/2" SIZE OF CARD 8" X 5".**
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities **NORTH SIDE OF ROOM 307 MUNICIPAL BUILDING.**
 (Room, vault, wall--N.E.S.W., section, bin, shelf,

 cabinet, on floor)
12. Other information **RECORD GOOD - PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL**
 (Condition of record if not good. Relation to other records.
BUILDING.
 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

MAINTENANCE DIVISION BUREAU OF HIGHWAYS- Room 307 MUNICIPAL BUILDING

| | |
|----------|---|
| TITLE | (SPONSORS PROJECT. VARIOUS NUMBERS) |
| DATES | 1937--- |
| QUANTITY | 1 WOOD FILE DRAWER- APPROX 300 CARDS |
| LABELING | P. W. A CONTRACTORS |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY SPONSORS PROJECT NUMBER |
| INDEXING | CARD SYSTEM |
| WRITING | TYPE-WRITTEN ON PRINTED FORMS |
| SIZE | OF FILE DRAWER 24" X 9 X 5 1/2" SIZE OF CARD 8" X 5" |
| LOCATION | NORTH SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORD GOOD- PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | CONSISTS OF SPONSORS P. W. A. PROJECT NUMBER, CONTRACT NUMBER, NAME OF CONTRACTOR, AMOUNT OF VARIOUS MATERIALS USED, RECORD SHOWS VARIOUS WORK PERFORMED BY CONTRACTORS THROUGH P. W. A. PROJECTS, NUMBER OF SPONSORS UNDER SUPERVISION OF MAINTENANCE DIVISION, BUREAU OF HIGHWAYS |

WHITELEY-WALL
(Worker's full name)

1-10-40
(Date)

126
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 307.
(Name of building, room number, street address)

1. Title (CITY-CONTRACTS-AND-COST.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-WOOD FILE-DRAWER-CONTAINING-APPROX.-200-CARDS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling CITY-CONTRACTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSIST-OF-CONTRACTS FOR CINDERS, GRAVEL, PAVING
(Purpose and general nature of record. Principal items of information

BRICK, REDRESSING GRANITE BLOCKS, SAND, AND TAR FOR PAVING
shown. Summary of forms used in making record, their headings, etc. If a very

VARIOUS CITY STREETS. RECORD SHOWS DATES OF CONTRACT,
general or miscellaneous record, detailed information as to type of records

DISTRICT NUMBERS, WHERE WORK IS PERFORMED. CONTRACTOR
contained and dates covered by each should be given. Unless contents of these

NAME, CUBIC YARDS OF CONTRACT, TOLERANCE CUBIC YARDS, AMOUNT
records are described by other Forms 12-13HR, such forms should be filled out

OF CUBIC YARDS, ALSO SHOWS AMOUNT OF TONS OF MATERIALS.
and attached)

6. Contents--continued USED IN VARIOUS CITY DISTRICTS. WHERE THIS WORK WAS PERFORMED UNDER SUPERVISION OF MAINTENANCE DIVISION BUREAU OF HIGHWAYS.
-
7. Arrangement CHRONOLOGICALLY-BY-DATE OF CONTRACT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing HAND-WRITTEN ON CARDS-APPROX.-200 CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF FILE-DRAWER-15"x9"x5 1/8"-SIZE OF CARDS-8"x5"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities NORTHSIDE OF ROOM-307 MUNICIPAL BUILDING-3rd FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORD GOOD. PRIOR RECORDS IN VAULT-3rd FLOOR.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

ROOM-307-MUNICIPAL-BUILDING-3rd FLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|-------------------------------|---|
| TITLE. | CITY-CONTRACTS AND COST. |
| DATES. | 1936--. |
| QUANTITY. | 1-WOOD-FILE-DRAWER-CONTAINING APPROX-200 CARDS. |
| LABELING. | CITY-CONTRACTS. |
| Dis. ^A -MISS.-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE-OF-CONTRACT. |
| INDEXING. | NONE. |
| WRITING. | HAND-WRITTEN-ON-CARDS. |
| SIZE. | OF-FILE-DRAWER-15x9x5 ¹ / ₂ "-SIZE-OF-CARDS-8"x5" |
| LOCATION. | NORTH SIDE OF ROOM-307-MUNICIPAL-BUILDING.-3 rd FLOOR. |
| INFORMATION | RECORDS GOOD. (PRIOR RECORDS IN VAULT-3 rd FLOOR.) |

CONTENTS; CONSIST-OF-CONTRACTS FOR CINDERS, GRAVEL, PAVING BRICK,
CITY-STREETS.
REDRESSING GRANITE BLOCKS, SAND, STONE, AND TAR. FOR PAVING VARIOUS-
RECORD SHOWS:-
DATES-OF-CONTRACT, DISTRICT NUMBER-WHERE WORK IS PERFORMED. CONTRACTOR
NAME, CUBIC YARDS OF CONTRACT, TOLERANCE CUBIC YARDS, AMOUNT OF CUBIC YARDS,
ALSO SHOWS-AMOUNT OF TONS OF MATERIALS USED IN VARIOUS ^{CITY} DISTRICTS WHERE,
THIS WORK WAS PERFORMED UNDER SUPERVISION OF MAINTENANCE-DIVISION
BUREAU-OF-HIGHWAYS.

WALL-WHITELEY
(Worker's full name)

1-11/40
(Date)

127
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 307,
(Name of building, room number, street address)

1. Title (CONTRACTS FOR ASPHALT FOR MACADAM ROADS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 150 LETTER HEAD FOLDERS, APPROX. 500 LETTERS TO FOLDER,
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF LETTER TO CONTRACTOR REQUESTING DELIVERY OF
(Purpose and general nature of record. Principal items of information

ASPHALT FOR CERTAIN ROADS IN CERTAIN DISTRICTS GIVING SPECIFIED DATE TO
shown. Summary of forms used in making record, their headings, etc. If a very

MAKE THE DELIVERY. RECORD SHOWS HIGHWAYS ENGINEER GIVING ORDER
general or miscellaneous record, detailed information as to type of records

TO CONTRACTOR WHO HAS RECEIVED THE BID FOR THIS WORK UNDER
contained and dates covered by each should be given. Unless contents of these

SUPERVISION OF MAINTENANCE DIVISION - BUREAU OF HIGHWAYS,
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF CONTRACT.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing TYPE-WRITTEN ON LETTER HEAD PAPER.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF JUMBO FILE 15"X12X5" SIZE OF FOLDER 12X9 1/2" SIZE OF LETTER,
 (Of record or container. Height, width, thickness or depth. Average number of
11"X8 1/2".
 pages or documents)
11. Location by dates and quantities NORTH SIDE OF ROOM 307 MUNICIPAL
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING
 cabinet, on floor)
12. Other information RECORDS GOOD-PRIOR RECORD IN VAULT 3RD FLOOR
 (Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

MAINTENANCE DIVISION BUREAU OF HIGHWAYS-ROOM 307 MUNICIPAL BUILDING

| | |
|----------|---|
| TITLE | (CONTRACTS FOR ASPHALT FOR MACADAM ROADS) |
| DATES | 1937--. |
| QUANTITY | 150 LETTER HEAD FOLDERS - APPROX 500 LETTERS TO FOLDER |
| LABELING | NONE |
| Dis-Mis | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF CONTRACT. |
| INDEXING | NONE |
| WRITING | TYPE WRITTEN ON LETTER HEAD PAPER |
| SIZE | OF JUMBO FILE 15"X12X5"-SIZE OF FOLDER 12"X9 1/2"-SIZE OF LETTER 11"X8 1/2" |
| LOCATION | NORTH SIDE OF ROOM 307 MUNICIPAL BUILDING. |
| INFOR | RECORDS GOOD - PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | CONSISTS OF LETTER TO CONTRACTOR REQUESTING A DELIVERY OF ASPHALT FOR CERTAIN ROADS IN CERTAIN DISTRICTS GIVING SPECIFIED DATE TO MAKE THE DELIVERY. RECORD SHOWS HIGHWAYS ENGINEER GIVING ORDER TO CONTRACTOR WHO HAS RECEIVED THE BID FOR THIS WORK UNDER SUPERVISION OF MAINTENANCE DIVISION BUREAU OF HIGHWAYS. |

WALL-WHITELEY
(Worker's full name)

1/11/40
(Date)

128
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 307.
(Name of building, room number, street address)

1. Title (COMPENSATION CASES)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1924-1929 INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BOX CONTAINING CASES #1-600.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling COMPENSATION CASES BOX #1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF ACCIDENT REPORTS OF CITY EMPLOYEES AND THEIR
(Purpose and general nature of record. Principal items of information

REPORTS FROM STATE ACCIDENT COMMISSION-RECORD SHOWS-ACCIDENT
shown. Summary of forms used in making record, their headings, etc. If a very

NUMBER-LABORER NUMBER-NAME AND ADDRESS-AND LOCATION OF
general or miscellaneous record, detailed information as to type of records

ACCIDENT-DATE WHEN HAPPENED-AGE-SEX-AMOUNT OF WAGES PER WEEK-
contained and dates covered by each should be given. Unless contents of these

NAME AND ADDRESS OF DOCTOR-AND AMOUNT PAID DOCTOR BY EMPLOYEE.RECORD
records are described by other Forms 12-13HR, such forms should be filled out

SHOWS-REPORT OF ACCIDENT BY STATE ACCIDENT COMMISSION-ALSO
and attached)

6. Contents--continued DOCTORS REPORT TO MAINTENANCE DIVISION-BUREAU OF
HIGHWAYS-WHEN ACCIDENT HAPPENED.
-
7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)
9. Writing TYPEWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)
10. Size OF CARD BOARD FILE 21" X 12 X 11" SIZE OF FORM 11" X 8 1/2" SIZE OF
(Of record or container. Height, width, thickness or depth. Average number of
DOCTORS FORM 6" X 4".
pages or documents)
11. Location by dates and quantities SOUTH SIDE OF ROOM 307 MUNICIPAL
(Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING.
cabinet, on floor)
12. Other information RECORDS GOOD, PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL
(Condition of record if not good. Relation to other records.
BUILDING.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) _____ (Date of publication)

MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING

| | |
|----------|---|
| TITLE | (COMPENSATION CASES) |
| DATES | 1924-1929 INCLUSIVE |
| QUANTITY | 1 BOX CONTAINING CASES #1-600 |
| LABELING | COMPENSATION CASES BOX #1 |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF REPORT. |
| INDEXING | NONE |
| WRITING | TYPE WRITTEN ON PRINTED FORMS |
| SIZE | OF CARDBOARD FILE 21" X 12 X 11" SIZE OF FORM 11" X 8 1/2" SIZE OF DOCTORS FORM 6" X 4" |
| LOCATION | SOUTH SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD - PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING |

CONTENTS CONSISTS OF ACCIDENT REPORTS OF CITY EMPLOYEES AND THEIR REPORTS FROM STATE ACCIDENT COMMISSION. RECORD SHOWS - ACCIDENT NUMBER - LABORER NO. NAME AND ADDRESS - AND LOCATION OF ACCIDENT - DATE WHEN HAPPENED - AGE - SEX - AMOUNT OF WAGES PER WEEK - NAME AND ADDRESS OF DOCTOR - AND AMOUNT PAID DOCTOR BY EMPLOYEE - RECORD SHOWS - REPORT OF ACCIDENT BY STATE ACCIDENT COMMISSION - ALSO DOCTORS REPORT TO MAINTENANCE DIVISION - BUREAU OF HIGHWAYS. WHEN ACCIDENT HAPPENED.

WHITELEY-WALL
(Worker's full name)

1-11-40.
(Date)

129
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307 MUNICIPAL-BUILDING, 3RD FLOOR.
(Name of building, room number, street address)

1. Title (COMPENSATION-CASES.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1929-1932-INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-CARD-BOARD-V.L-TRANSFER-CASE-#391-(600 ACCIDENT CASES.)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (COMPENSATION-CASES-BOX #2.) SEE APPENDIX.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents PERTAINS TO ACCIDENTS OF CITY EMPLOYEES AND REPORT
(Purpose and general nature of record. Principal items of information

FROM STATE-INDUSTRIAL ACCIDENT COMMISSION TO MAINTENANCE
shown. Summary of forms used in making record, their headings, etc. If a very

DIVISION-BUREAU-OF-HIGHWAYS-RECORD SHOWS ACCIDENT NUM-
general or miscellaneous record, detailed information as to type of records

BER, LABORER NUMBER, NAME, FIRST REPORT, LOCATION OF ACCIDENT,
contained and dates covered by each should be given. Unless contents of these

ADDRESS OF LABORER, DATE OF ACCIDENT, AGE, SEX, PIECE OR
records are described by other Forms 12-13HR, such forms should be filled out

PART TIME WORKER, WAGE PER WEEK, ALSO REPORT OF DOCTOR
and attached)

6. Contents--continued IN THE CASE SHOWING AMOUNT BEING PAID BY EMPLOYEE FOR HIS EXAMINATION TO DOCTOR AND REPORT BEING RETURNED TO MAINTENANCE DIVISION - BUREAU OF HIGHWAYS, BY STATE INDUSTRIAL INSURANCE.
7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT OF ACCIDENT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPE-WRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) FORM-6"x4".
10. Size OF CARD-BOARD FILE-21"x12"x11"-SIZE OF FORM-11"x8 1/2"-SIZE OF DOCTOR-1
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities SOUTH-SIDE OF ROOM-307 MUNICIPAL BUILDING-3rd FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORDS GOOD, PRIOR RECORDS IN VAULT 3rd FLOOR.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
_____ (Place of publication) _____ (Date of publication)

STANDARD FORM FOR EMPLOYER'S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE

Approved by I. A. I. A. B. C.

Complete and send immediately to—

STATE INDUSTRIAL ACCIDENT COMMISSION

741 Equitable Building, Baltimore, Maryland.

| | |
|--|---|
| State's Number | File:..... Carrier:..... Employer:..... |
| For: | Carrier's File No. |
| (The spaces above not to be filled in by Employer) | |

| | |
|----------|--|
| Employer | 1. Name of Employer..... |
| | 2. Office address: No. and St. City or Town..... State..... |
| | 3. Insured by Name of Company..... |
| | 4. Give nature of business (or article manufactured)..... |

| | |
|--------------------------|---|
| Time and Place | 5. (a) Location of plant or place where accident or disease occurred.....Department..... State if employer's premises..... |
| | (b) If injured in a mine, did accident occur on surface, underground, shaft, drift or mill..... |
| | 6. Date of Injury.....19.....Day of week.....Hour of day.....A. M.....P. M. |
| | 7. Date disability began.....19.....A. M.....P. M. 8. Was injured paid in full for this day..... |
| | 9. When did you or foreman first know of injury..... |
| 10. Name of foreman..... | |

| | |
|----------------|---|
| Injured Person | 11. Name of Injured..... (First Name) (Middle Initial) (Last Name) |
| | 12. Address: No. and St..... City or Town..... State..... |
| | 13. Check (✓) Married....., Single....., Widowed....., Widower....., Divorced.....; Male....., Female.....; White....., Colored..... |
| | 14. Nationality Speak English..... |
| | 15. Age.....Did you have on file employment certificate or permit..... |
| | 16. (a) Occupation when injured..... (b) Was this his or her regular occupation..... (If not, state in what department or branch of work regularly employed) |
| | 17. (a) How long employed by you..... (b) Piece or time worker..... (c) Wages per hour \$..... |
| | 18. (a) No. hours worked per day..... (b) Wages per day \$..... |
| | (c) No. days worked per week..... (d) Average weekly earnings \$..... |
| | (e) If board, lodging, fuel or other advantages were furnished in addition to wages, give estimated value per day, week or month..... |

| | | |
|--|---|--|
| Cause of Injury | 19. Machine, tool or thing causing injury..... | 20. Kind of power (hand, foot, electrical, steam, etc.)..... |
| | 21. Part of machine on which accident occurred..... | |
| | 22. (a) Was safety appliance or regulation provided..... (b) Was it in use at time..... | |
| | 23. Was accident caused by injured's failure to use or observe safety appliance or regulation..... | |
| | 24. Describe fully how accident occurred or how employée was exposed to alleged hazard..... | |
| 25. Did disability from disease arise out of and in the course of claimant's last employment?..... | | |

| | |
|------------------|--|
| Nature of Injury | 26. Cause and nature of occupational disease..... |
| | 27. Probable length of disability..... 28. Has injured returned to work..... If so, date and hour..... At what wage \$..... |
| | 29. At what occupation..... |
| | 30. (a) Name and address of physician..... (b) Name and address of hospital..... |

| | |
|-------------|--|
| Fatal Cases | 31. Has injured died..... If so, give date of death..... |
|-------------|--|

Date of this report..... Firm Name.....
Signed by..... Official Title.....

STANDARD FORM FOR SURGEON'S REPORT

Approved by I. A. I. A. B. C.

Complete and send immediately to—

STATE INDUSTRIAL ACCIDENT COMMISSION
741 Equitable Building,
Baltimore, Maryland

| | |
|--|----------------|
| State's | File:..... |
| Number | Carrier:..... |
| For: | Employer:..... |
| Carrier's File No..... | |
| (The spaces above not to be filled in by Employer) | |

| | |
|-------------|--|
| The Patient | 1. Name of Injured Person..... Age:..... Sex:..... |
| | 2. Address: No. and St..... City or Town..... State..... |
| | 3. Name and Address of Employer:..... |

| | |
|--------------|---|
| The Accident | 4. Date of accident:..... Hour..... M. Date disability began..... |
| | 5. State in patient's own words where and how accident occurred:..... |

| | |
|------------|---|
| The Injury | 6. Give accurate description of nature and extent of injury and state your objective findings:..... |
| | 7. Will the injury result in (a) Permanent defect?.....If so, what?..... (b) Facial or head disfigurement?..... <small>(Permanent disability such as loss of whole or parts of fingers, facial or head disfigurement, etc., must be accurately marked on chart on reverse side of this report.)</small> |
| | 8. Is accident above referred to the only cause of patient's condition?.....If not, state contributing causes:..... |
| | 9. Is patient suffering from any disease of the heart, lungs, brain, kidneys, blood, vascular system or any other disabling condition not due to this accident?.....Give particulars:..... |
| | 10. Has patient any physical impairment due to previous accident or disease?.....Give particulars:..... |
| | 11. Has normal recovery been delayed for any reason?.....Give particulars:..... |

| | |
|---|---|
| Treatment | 12. Date of your first treatment:..... Who engaged your services?..... |
| | 13. Describe treatment given by you:..... |
| | 14. Were X-Rays taken?.....By whom?..... When?..... <small>(Name and Address)</small> |
| | 15. X-Ray diagnosis:..... |
| | 16. Was patient treated by anyone else?.....By whom?..... When?..... <small>(Name and Address)</small> |
| | 17. Was patient hospitalized?.....Name and address of hospital:..... |
| 18. Date of admission to hospital:..... Date of discharge:..... | |
| 19. Is further treatment needed?.....For how long?..... | |

| | |
|------------|--|
| Disability | 20. Patient ^{was} will be able to resume regular work on:..... |
| | 21. Patient ^{was} will be able to resume light work on:..... |
| | 22. If death ensued give date:..... |

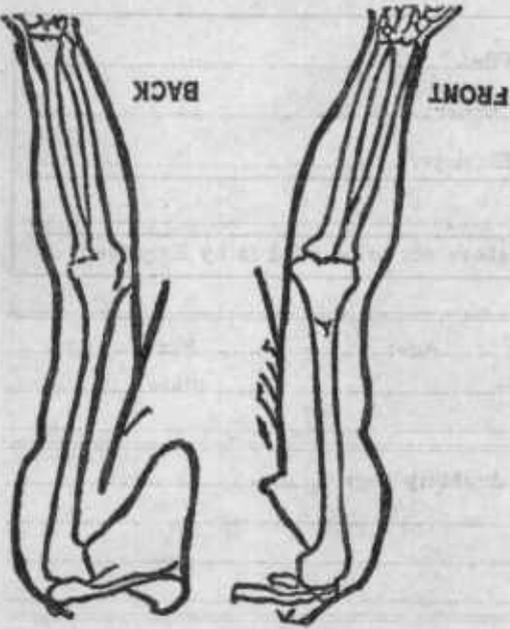
REMARKS: (Give any information of value not included above).....

I am a duly licensed physician in the State of.....

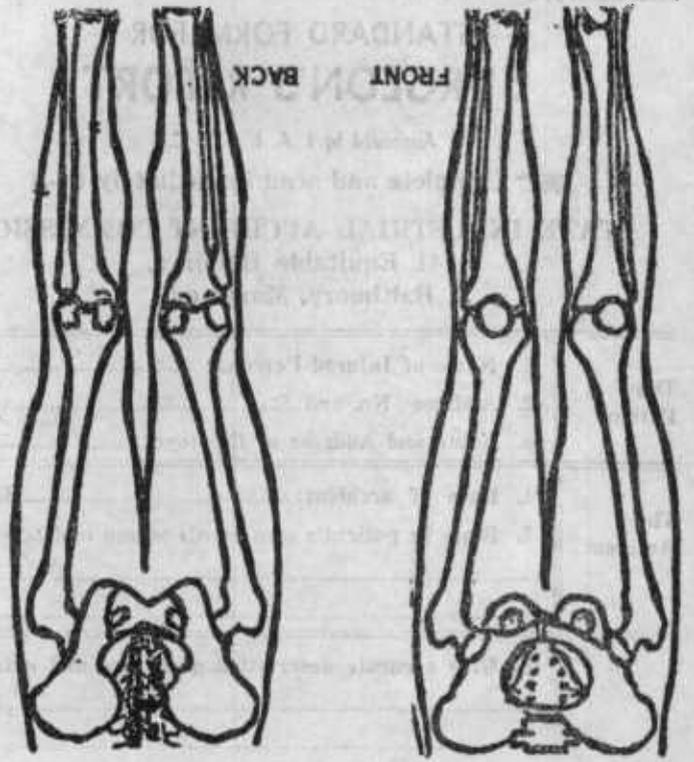
I was graduated from..... Medical School in..... Year.....

Date of this report:..... (Signed).....

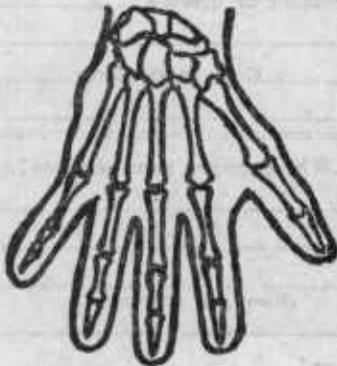
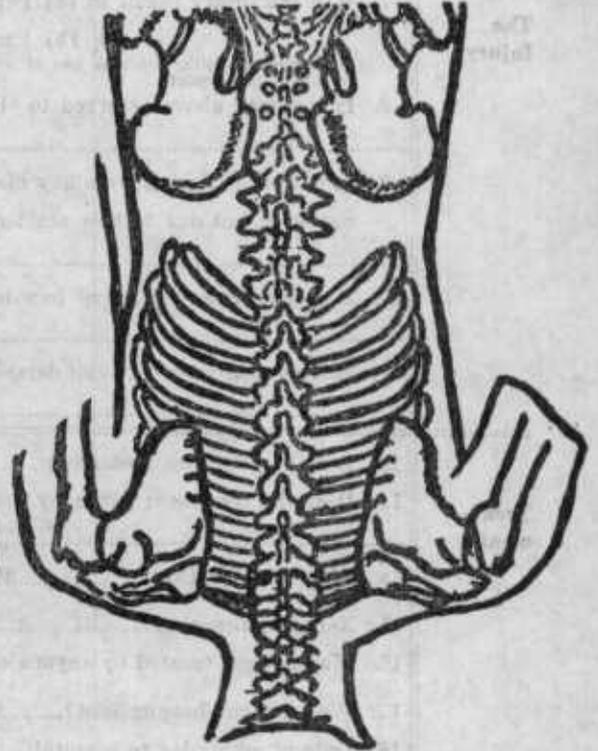
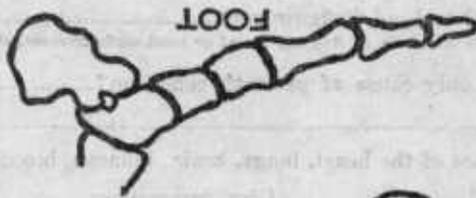
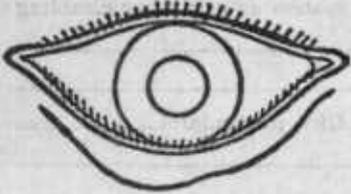
This report must be signed personally by physician. Address:..... Telephone.....



INDICATE WHETHER
RIGHT OR LEFT ARM



STATE WHETHER
RIGHT OR LEFT EYE



RIGHT HAND



RIGHT FOOT



MARK
FACIAL
OR HEAD
DISFIGUREMENT



LEFT HAND



LEFT FOOT



ROOM-307-MUNICIPAL-BUILDING-3rd FLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|-----------------------------|---|
| TITLE. | COMPENSATION-CASES. |
| DATES. | 1929-TO-1932-INCLUSIVE. |
| QUANTITY. | 1-CARD-BOARD-VL-TRANSFER-CASE-#391-(600 ACCIDENT-CASES.) |
| LABELING. | COMPENSATION-CASES.-BOX-#2. |
| Dis- ^A Miss-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE-OF-REPORT-OF-ACCIDENT. |
| INDEXING. | NONE. |
| WRITING | TYPE-WRITTEN-ON-PRINTED FORM. |
| SIZE. | FORM-6"x4" OF-CARD-BOARD-FILE.-21"x12"x11"-SIZE-OF-FORM-11"x8 ¹ / ₂ "-SIZE-OF-DOCTOR-A |
| LOCATION. | SOUTH-SIDE-OF-ROOM-307-MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD. (PRIOR RECORDS IN VAULT-3 rd FLOOR.) |

CONTENTS; PERTAINS TO ACCIDENTS OF CITY EMPLOYEES AND REPORT FROM STATE INDUSTRIAL ACCIDENT COMMISSION TO MAINTENANCE DIVISION-BUREAU-OF-HIGHWAYS. RECORD SHOWS ACCIDENT NUMBER, LABORER NUMBER, NAME, FIRST REPORT, LOCATION OF ACCIDENT, ADDRESS OF LABORER, DATE OF ACCIDENT, AGE, SEX, PIECE OR PART TIME WORKER, WAGE PER WEEK, ALSO REPORT OF DOCTOR IN THE CASE SHOWING, AMOUNT BEING PAID BY THE EMPLOYEE FOR ^{HIS} EXAMINATION- AND REPORT BEING RETURNED TO MAINTENANCE-DIVISION-BUREAU OF HIGHWAYS. BY STATE INDUSTRIAL ACCIDENT INSURANCE.

ADDENDA-ROOM-307-MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

ACCIDENT-CASES-OF-EMPLOYEES-AND-THEIR-COMPENSATION-INSURANCE.

1-FILE-LABELED-CASES-NUMBERING-(1-TO-601)-FROM-(1-TO-999)-600-CASES.

FROM-1929-TO-1932-INCLUSIVE.

1-V-L-TRANSFER-CASE-NO-391.

These forms are the new forms and this serial is written on the old forms. ^{name (whitely) written}

WHITELEY-WALL. 1-12-40. 130
 (Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
 DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
 THE HISTORICAL RECORDS SURVEY: 1937
 1734 NEW YORK AVE. NW.
 Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY. State MARYLAND.
 Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
 (Office of custody) (Office which made the record, if different)
 Address of office of custody ROOM-307-MUNICIPAL-BUILDING-3rd FLOOR.
 (Name of building, room number, street address)

1. Title CITY OF BALTIMORE, BUREAU OF HIGHWAYS, TIME SHEETS.
 (Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1939--.
 (Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-CARD-BOARD-V.L-TRANSFER CASE-NO.391-CONTAINING APPROX. 5000-TIME-SHEETS.
 (Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling TIME-SHEETS.
 (Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
 (If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
 missing, if possible)

6. Contents PERTAINS TO CITY OF BALTIMORE, BUREAU OF HIGHWAYS.
 (Purpose and general nature of record. Principal items of information

TIME SHEETS. RECORD SHOWS ENGINEERS NAME, ORDER NUMBER,
 shown. Summary of forms used in making record, their headings, etc. If a very

TIME SHEET NUMBER, NAMES OF VARIOUS MEN AND THEIR NUMBERS,
 general or miscellaneous record, detailed information as to type of records

LOCATION OF WORK, AMOUNT OF HOURS WORKED, ITEM NUMBERS,
 contained and dates covered by each should be given. Unless contents of these

DATE, CHECKING OF GRADES, CHECKING OF WORK, LAMPING,
 records are described by other Forms 12-13HR, such forms should be filled out

WATCHING ON PAVING WORK, SUPERVISE BY MAINTENANCE DIV.
 and attached)

6. Contents--continued VISION BUREAU OF HIGHWAYS.
-
-
-
7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing TYPE-WRITTEN-ON-PRINTED FORM.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF TRANSFER CASE-21"x12"x11"-SIZE OF FORM-11"x8"
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities SOUTH SIDE OF ROOM-307 MUNICIPAL
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING, 3rd FLOOR.
 cabinet, on floor)
12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT-3rd FLOOR.)
 (Condition of record if not good. Relation to other records.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

ROOM-307-MUNICIPAL-BUILDING-3rd FLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|-----------------------------------|--|
| TITLE. | CITY-OF-BALTIMORE-BUREAU-OF-HIGHWAYS.TIME-SHEET. |
| DATES. | 1939--. |
| QUANTITY. | 1-CARD-BOARD-V-L-TRANSFER-CASE-NO.391-CONTAINING-APPROX-5000-TIME-SHEETS |
| LABELING. | TIME-SHEETS. |
| DIS. ^A -D-MISS-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY DATE. OF-REPORT. |
| -INDEXING. | NONE. |
| WRITING | TYPE-WRITTEN-ON-PRINTED FORM. |
| SIZE. | OF-TRANSFER-CASE-21"x12"x11"-SIZE-OF-FORM-11"x8" |
| LOCATION | SOUTH-SIDE-ROOM-307-MUNICIPAL-BUILDING. 3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD. PRIOR RECORDS IN VAULT-3 rd FLOOR. |
| CONTENTS; | PERTAINS TO CITY OF BALTIMORE BUREAU-OF-HIGHWAYS TIME |
| SHEETS. RECORD SHOWS: | ENGINEERS NAME, ORDER NUMBER, TIME SHEET NUMBER, |
| NAMES OF VARIOUS MEN AND, | THEIR NUMBERS, LOCATION OF WORK, AMOUNT OF HOURS |
| WORKED, ITEM NUMBER, DATE, | CHECKING OF GRADES, CHECKING OF WORK, LAMPING, |
| WATCHING ON PAVING WORK | SUPERVISE BY MAINTENANCE-DIVISION |
| BUREAU-OF-HIGHWAYS. | |

WALL-WHITELEY
(Worker's full name)

1/12/40
(Date)

131
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 307
(Name of building, room number, street address)

1. Title (DEPARTMENT OF PUBLIC WORKS DAILY REPORT)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1938--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARD BOARD FILE CONTAINING APPROX 5000 DAILY REPORTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling W. P. A. PROGRESS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF DEPARTMENT OF PUBLIC WORKS, BUREAU OF HIGHWAYS
(Purpose and general nature of record. Principal items of information

DAILY REPORT, RECORD SHOWS, REPORT NUMBER, DAY, MONTH AND YEAR-
shown. Summary of forms used in making record, their headings, etc. If a very

PROJECT NUMBER, INSPECTORS NAME, LOCATION, AMOUNT OF FOREMEN
general or miscellaneous record, detailed information as to type of records

ON JOB, HOURS WORKED, SKILLED LABOR, HOURS WORKED, UNSKILLED
contained and dates covered by each should be given. Unless contents of these

LABOR, HOURS WORKED, AMOUNT OF WORK DONE, NAME OF FOREMAN,
records are described by other Forms 12-13HR, such forms should be filled out

NUMBER AND AMOUNT OF WAGES PER HOUR, WEATHER CONDITIONS.
and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross-reference here to that form by title and identification number)
9. Writing HAND WRITTEN ON PRINTED FORMS.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size 1 CARD BOARD FILE 21" X 12 X 11", FOLDER 11" X 9 1/2", FORM 11" X 8 1/2".
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities SOUTH SIDE OF ROOM 307 MUNICIPAL BUILDING.
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
 cabinet, on floor)
12. Other information RECORDS GOOD, PRIOR RECORD IN VAULT 3RD FLOOR.
 (Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

MAINTENANCE DIVISION BUREAU OF HIGHWAYS ROOM 307 MUNICIPAL BUILDING

| | |
|----------|--|
| TITLE | (DEPARTMENT OF PUBLIC WORKS DAILY REPORT) |
| DATE | 1938-- |
| QUANTITY | 1 CARDBOARD FILE - CONTAINING APPROX 5000 DAILY REPORTS |
| LABELING | W. P. A. PROGRESS |
| Dis-Mis | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF REPORT |
| INDEXING | NONE |
| WRITING | HAND WRITTEN ON PRINTED FORM |
| SIZE | 1 CARDBOARD FILE 21" X 12" X 11" - FOLDER 11" X 9 1/2" FORM 11" X 8 1/2" |
| LOCATION | SOUTH SIDE OF ROOM 307 MUNICIPAL BUILDING. |
| INFOR | RECORDS GOOD. PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING |

CONTENTS CONSISTS OF DEPARTMENT OF PUBLIC WORKS BUREAU OF HIGHWAYS DAILY REPORT
RECORD SHOWS REPORT NO. DAY-MONTH-AND YEAR- PROJECT NO. INSPECTORS NAME
LOCATION-AMOUNT OF FOREMAN ON JOB-HOURS WORKED-SKILLED LABOR-HOURS
WORKED-UNSKILLED LABOR-HOURS WORKED-AMOUNT OF WORK DONE-NAME OF
FOREMAN-NO. AND AMOUNT OF WAGES PER HOUR-WEATHER CONDITIONS,

WALL - WHITELEY
(Worker's full name)

1/12/40
(Date)

132
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~COUNTY~~ BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL BUILDING ROOM 307
(Name of building, room number, street address)

1. Title (DEPARTMENT OF PUBLIC WORKS - CHIEF ENGINEERS OFFICE)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1939--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARD BOARD FILE, APPROX 1000 COPIES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling LEGAL STATUS, COPIES, MEMORANDUM.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSISTS OF BUREAU OF HIGHWAYS AND VARIOUS OTHER CITY
(Purpose and general nature of record. Principal items of information

BUREAUS, RECORD SHOWS, FUTURE GUIDANCE AND COPY OF AGREE-
shown. Summary of forms used in making record, their headings, etc. If a very

MENT, DATE BETWEEN CITY AND UTILITY CORPORATION FOR OPENING
general or miscellaneous record, detailed information as to type of records

AND CLOSING 9 FT ALLEY NAMING, STREET AND LOCATION COST-
contained and dates covered by each should be given. Unless contents of these

LESS BILLS PAID BY UTILITY CORPORATION, SIGNED BY CHIEF
records are described by other Forms 12-13HR, such forms should be filled out

ENGINEER OF MAINTENANCE DIVISION - BUREAU OF HIGHWAYS.
and attached)

6. Contents--continued _____

7. Arrangement **CHRONOLOGICALLY BY DATE OF REPORT.**
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing **NONE,**
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing **TYPE WRITTEN ON LETTER HEADS.**
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size **OF FILE 12" X 11 1/2" X 3" - LETTER FORM 11" X 8 1/2"**
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities **NORTH SIDE OF ROOM 307 MUNICIPAL BUILDING,**
 (Room, vault, wall--N.E.S.W., section, bin, shelf,

 cabinet, on floor)
12. Other information **RECORD GOOD- PRIOR RECORDS IN VAULT 3RD FLOOR,**
 (Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING.
 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

MAINTENANCE DIVISION. BUREAU OF HIGHWAYS-ROOM 307 MUNICIPAL BUILDING.

| | |
|----------|--|
| TITLE | (DEPARTMENT OF PUBLIC WORKS - CHIEF ENGINEERS OFFICE) |
| DATES | 1939--- |
| QUANTITY | 1 CARD BOARD FILE - APPROX 1000 COPIES |
| LABELING | LEGAL STATUS - COPIES - MEMORANDUM |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF REPORT |
| INDEXING | NONE |
| WRITING | TYPE WRITTEN ON LETTER HEADS |
| SIZE | OF FILE 12" 11 1/2" X 3" LETTER FORM 11" X 8 1/2" |
| LOCATION | NORTH SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD - PRIOR RECORDS IN VAULT 3 RD FLOOR - MUNICIPAL BUILDING. |
| CONTENTS | <p>CONSISTS OF BUREAU OF HIGHWAYS AND VARIOUS OTHER CITY BUREAUS,</p> <p>RECORD SHOWS FUTURE GUIDANCE AND COPY OF AGREEMENT DATE BETWEEN CITY AND UTILITY CORPORATION FOR OPENING AND CLOSING 9 FT ALLEY NAME-ING STREET AND LOCATION COST-LESS BILLS PAID BY UTILITY CORPORATION SIGNED BY CHIEF ENGINEER OF MAINTENANCE DIVISION - BUREAU OF HIGHWAYS.</p> |

WHITELEYWALL.
(Worker's full name)

1-15-40.
(Date)

133
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE. CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 307 MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title LOCATIONS FOR DISTRICTS.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1939--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARD BOARD FILE CONTAINING APPROX. 5000 FORMS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling LOCATIONS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSIST OF PRINTED FORMS GIVING LOCATIONS OF VARIOUS
(Purpose and general nature of record. Principal items of information

ROADS, STREETS, AVENUES AND DISTRICTS, THEY ARE LOCATED IN.
shown. Summary of forms used in making record, their headings, etc. If a very

RECORD, ALSO, CONTAINS NAMES OF VARIOUS CITY EMPLOYEES
general or miscellaneous record, detailed information as to type of records

WHO ARE LOCATED AT VARIOUS LOCATIONS GIVING THEIR
contained and dates covered by each should be given. Unless contents of these

DISTRICT NUMBERS MAN'S NAME IN CHARGE, DATE, MONTH, YEAR,
records are described by other Forms 12-13HR, such forms should be filled out

THIS BEING UNDER SUPERVISION OF MAINTENANCE DIVISION
and attached)

6. Contents--continued BUREAU OF HIGHWAYS.
-
-
-
7. Arrangement CHRONOLOGICALLY-BY-DATE.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing HANDWRITTEN ON PRINTED FORM.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF FILE-15"X6 1/2"X4 1/2", SIZE OF FORM-6"X4"
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities SOUTH SIDE OF ROOM-307 MUNICIPAL BUILDING
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
 cabinet, on floor)
12. Other information RECORDS GOOD, PRIOR RECORDS IN VAULT-3^{1/2} FLOOR.
 (Condition of record if not good. Relation to other records.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

LOCATIONS FOR _____ 193_____

District

In Charge

ROOM-307-MUNICIPAL-BUILDING.- 3rd FLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|--|---|
| TITLE. | LOCATIONS-FOR-DISTRICTS. |
| DATES. | 1939--. |
| QUANTITY. | 1-CARD-BOARD-FILE-CONTAINING APPROX.-5000-FORMS. |
| LABELING. | LOCATIONS. |
| DIS. ^A _N D-MISS-REC. | NONE. |
| ARRANGEMENT | CHRONOLOGICALLY-BY-DATE. |
| INDEXING. | NONE. |
| WRITING. | HAND-WRITTEN-ON-PRINTED FORM. |
| SIZE. | OF-FILE-15"x6 $\frac{1}{2}$ "x4 $\frac{1}{2}$ "-SIZE-OF-FORM-6"x4". |
| LOCATION. | SOUTH SIDE OF ROOM-307-MUNICIPAL-BUILDING. |
| INFORMATION. | RECORDS GOOD. PRIOR RECORDS IN VAULT-3 rd FLOOR. |
| <p>CONTENTS; CONSIST OF PRINTED FORMS GIVING LOCATIONS OF VARIOUS ROADS, STREETS, AVENUES AND DISTRICTS-THEY ARE LOCATED IN. RECORD ALSO CONTAINS NAMES OF VARIOUS CITY EMPLOYEES WHO ARE LOCATED AT VARIOUS LOCATIONS GIVING THEIR DISTRICT NUMBERS, MAN NAME IN CHARGE, DATE, MONTH, YEAR THIS BEING UNDER SUPERVISION OF MAINTENANCE DIVISION-BUREAU-OF HIGHWAYS.</p> | |

WALL-WHITELEY
(Worker's full name)

1/15/40
(Date)

134
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL BUILDING - ROOM 307
(Name of building, room number, street address)

1. Title (TRUCK HIRE)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1938---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 CARD BOARD BOXES CONTAINING APPROX. 3000 FORMS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling TRUCK TICKETS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF TRUCKS HIRED BY THE CITY OF BALTIMORE.
(Purpose and general nature of record. Principal items of information

FROM VARIOUS OWNERS, RECORD ALSO SHOWS TICKET NUMBER-DAY-
shown. Summary of forms used in making record, their headings, etc. If a very

MONTH-YEAR-OWNERS NAME-LICENSE NUMBER-WORK ORDER
general or miscellaneous record, detailed information as to type of records

NUMBER-VARIOUS LOCATIONS-NUMBER OF HOURS IN USE-NAME
contained and dates covered by each should be given. Unless contents of these

OF FOREMAN-TOTAL NUMBER OF HOURS-KIND OF EQUIPMENT
records are described by other Forms 12-13HR, such forms should be filled out

USED-RATE PER HOUR.
and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing HAND WRITTEN ON PRINTED FORM
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size OF CARD BOARD FILE 16" X 7 X 4 1/2" SIZE OF FORM 6 1/2 X 4"
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities SOUTH SIDE OF ROOM 307 MUNICIPAL
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING
 cabinet, on floor)
12. Other information RECORDS GOOD - PRIOR RECORDS IN VAULT 3RD FLOOR
 (Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING
 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING

| | |
|----------|--|
| TITLE | (TRUCK HIRE) |
| DATES | 1938--- |
| QUANTITY | 5 CARD BOARD BOXES CONTAINING APPROX 3000 FORMS |
| LABELING | TRUCK TICKETS |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF REPORT |
| INDEXING | NONE |
| WRITING | HAND WRITTEN ON PRINTED FORM |
| SIZE | OF CARD BOARD FILE 16" X 7" X 4 1/2" SIZE OF FORM 6 1/2" X 4" |
| LOCATION | SOUTH SIDE OF ROOM 307 - MUNICIPAL BUILDING. |
| INFOR | RECORDS GOOD. PRIOR RECORDS IN VAULT. 3RD FLOOR MUNICIPAL BUILDING |

CONTENTS CONSISTS OF TRUCKS HIRED BY THE CITY OF BAKTIMORE FROM VARIOUS OWNERS
 RECORD ALSO SHOWS TICKET NUMBER, DAY - MONTH - YEAR - OWNERS NAME -
 LICENSE NUMBER - WORK ORDER NUMBER - VARIOUS LOCATIONS - NUMBER OF
 HOURS IN USE - NAME OF FOREMAN - TOTAL NUMBER OF HOURS - KIND OF
 EQUIPMENT USED - RATE PER HOUR.

WHITELEY-WALL

(Worker's full name)

1-16-40

(Date)

135

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 307 MUNICIPAL BUILDING
(Name of building, room number, street address)

1. Title (BUREAU OF HIGHWAYS - WEEKLY REPORT)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1938--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-CARD-BOARD-FILE-CONTAINING-APPROX.-5000-REPORTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling YARD REPORTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF VARIOUS KINDS OF MATERIALS SENT TO
(Purpose and general nature of record. Principal items of information

DIFFERENT CITY YARDS, GIVING REPORT NUMBER AND
shown. Summary of forms used in making record, their headings, etc. If a very

NAMING THE YARD WHICH IS TO RECEIVE THE MATERIALS
general or miscellaneous record, detailed information as to type of records

BY MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.
contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement **CHRONOLOGICALLY BY DATE OF REPORT.**
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing **NONE.**
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing **HANDWRITTEN ON PRINTED FORM.**
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size **OF FILE - 25"X12"X11" - SIZE OF FORM - 14"X4 1/2" .**
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities **EAST SIDE OF ROOM 307 MUNICIPAL BUILD-**
 (Room, vault, wall--N.E.S.W., section, bin, shelf.
ING - 3rd FLOOR.
 cabinet, on floor)
12. Other information **RECORDS GOOD. (PRIOR RECORDS IN VAULT, 3rd FLOOR.)**
 (Condition of record if not good. Relation to other records.)
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

ROOM-307 MUNICIPAL-BUILDING. 3rd FLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

TITLE. (BUREAU-OF-HIGHWAYS-WEEKLY REPORT.)

DATES. 1938--.

QUANTITY. 1-CARD-BOARD-FILE-CONTAINING-APPROX-5000-REPORTS.

LABELING. YARD-REPORTS.

ARRANGEMENT. CHRONOLOGICALLY BY DATE OF REPORT.

INDEXING. NONE.

WRITING. HAND-WRITTEN-ON-PRINTED FORM.

SIZE OF FILE. 25"X12"X11"-SIZE OF FORM-14"X4 1/2".

LOCATION. EAST SIDE OF ROOM-307-MUNICIPAL-BUILDING. 3rd FLOOR.INFORMATION. RECORDS GOOD (PRIOR RECORDS IN VAULT-3rd FLOOR.)

CONTENTS; CONSIST OF VARIOUS KINDS OF MATERIALS SENT TO

DIFFERENT CITY YARDS GIVING REPORT NUMBER AND NAMING THE

IS TO

YARD WHO RECEIVE THE MATERIALS. BY MAINTENANCE DIVISION-BUREAU-OF
HIGHWAYS.

WALL-WHITELEY
(Worker's full name)

1/16/40
(Date)

136
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 307.
(Name of building, room number, street address)

1. Title (TIME REPORTS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1939--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 CARD BOARD FILE, CONTAINING APPROX. 6000 FORMS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling TIME SHEETS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSISTS OF HOURS WORKED BY EMPLOYEES OF BUREAU OF HIGHWAYS
(Purpose and general nature of record. Principal items of information

CITY OF BALTIMORE, RECORD ALSO SHOWS TIME SHEET OF BUREAU OF HIGHWAYS
shown. Summary of forms used in making record, their headings, etc. If a very

DATE-DAY-MONTH-YEAR, ITEM NUMBER-ORDER NUMBER-OPERATION-AND SIGNED
general or miscellaneous record, detailed information as to type of records

BY FOREMAN AND ENGINEER, DIVISION HEAD AND OFFICE-ALSO NUMBER--
contained and dates covered by each should be given. Unless contents of these

CLASS-AND NAME OF EMPLOYEE, HOUR WORKED, HOURS PAID-ACCOUNT
records are described by other forms 12-13HR, such forms should be filled out

NUMBER-TOTAL HOURS WORKED-ITEM NUMBER-LOCATION AND DESCRIPTION OF
and attached)

6. Contents--continued WORK.

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size OF CARD BOARD FILE-22"X12X11"- SIZE OF FORM 11"X 8 1/2".
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities SOUTH SIDE OF ROOM 307 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
cabinet, on floor)

12. Other information RECORDS GOOD-PRIOR RECORDS IN VAULT 3RD FLOOR,
MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING

TITLE

(TIME REPORTS)

DATES

1939

QUANTITY

3 CARD BOARD FILE CONTAINING APPROX 6000 FORMS

LABELING

TIME SHEETS

DIS-MIS

NONE

ARRANGE

CHRONOLOGICALLY BY DATE OF REPORT.

INDEXING

NONE

WRITING

TYPE WRITTEN ON PRINTED FORMS

SIZE

OF CARD BOARD FILE - 22" X 12 X 11" SIZE OF FORM 11" X 8 1/2"

LOCATION

SOUTH SIDE OF 307 MUNICIPAL BUILDING.

IN FOR

RECORDS GOOD - PRIOR RECORDS IN VAULT - 3RD FLOOR MUNICIPAL BUILDING.

CONTENTS

CONSISTS OF HOURS WORKED BY EMPLOYEES OF BUREAU OF HIGHWAYS CITY OF BALTIMORE - RECORD ALSO SHOWS TIME SHEET OF BUREAU OF HIGHWAYS - DATE - DAY - MONTH - YEAR - ITEM NUMBER - ORDER NUMBER - OPERATION - AND SIGNED BY FOREMAN AND ENGINEER - DIVISION HEAD AND OFFICE - ALSO NUMBER - CLASS - AND NAME OF EMPLOYEE - HOURS WORKED - HOURS PAID - ACCOUNT NUMBER - TOTAL HOURS WORKED - ITEM NUMBER - LOCATION AND DESCRIPTION OF WORK

WHITELEY-WALL 1-16-40 137
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307-MUNICIPAL-BUILDING--3rd FLOOR.
(Name of building, room number, street address)

1. Title SPECIFICATIONS, PROPOSALS, CONTRACTS AND BOND.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1939--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity APPROX. 200 BOOKS OF SPECIFICATIONS VARIOUS PAVING MATERIALS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF CITY OF BALTIMORE, DEPARTMENT OF PUBLIC
(Purpose and general nature of record. Principal items of information

WORKS, BUREAU OF HIGHWAYS, SPECIFICATIONS, PROPOSALS, CONTRACT,
shown. Summary of forms used in making record, their headings, etc. If a very

AND BOND, FOR FURNISHING VARIOUS KINDS OF PAVING MATERIALS.
general or miscellaneous record, detailed information as to type of records

RECORD SHOWS, BIDDER MUST FURNISH BOND AND BOARD OF AWARDS
contained and dates covered by each should be given. Unless contents of these

RESERVES RIGHT TO REJECT ANY AND ALL BIDS AND OR WAIVE
records are described by other Forms 12-13HR, such forms should be filled out

TECHNICAL DEFECTS IF IN ITS JUDGMENT, THE INTERESTS
and attached)

6. Contents--continued OF THE MAYOR AND CITY COUNCIL OF BALTIMORE
MAY SO REQUIRE CONTRACTS, ALSO SHOWS CHIEF ENGINEER AND
HIGHWAYS ENGINEER OF MAINTENANCE-DIVISION BUREAU OF
HIGHWAYS SIGNATURES TO ALL BIDS.
7. Arrangement CHRONOLOGICALLY BY DATE OF CONTRACT.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing MIMOGRAPH FORMS-MADE IN BOOK-FORM.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size OF BOOK-11"x9"-SIZE OF MIMOGRAPH FORM-11"x8 1/2".
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities NORTH SIDE ROOM-307-MUNICIPAL-BUILDING
 (Room, vault, wall--N.E.S.W., section, bin, shelf,

 cabinet, on floor)
12. Other information RECORDS GOOD (PRIOR RECORDS IN VAULT-3RD FLOOR)
 (Condition of record (if not good. Relation to other records.)

 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

ROOM-307-MUNICIPAL-BUILDING-3rd FLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|--|
| TITLE. | (SPECIFICATIONS, PROPOSALS, CONTRACTS, AND BONDS.) |
| DATES. | 1939--. |
| QUANTITY. | APPROX.-200 BOOKS-OF-SPECIFICATIONS-VARIOUS-PAVING MATERIAL |
| LABELING. | NONE. |
| ^A DIS-D-MISS-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE-OF-CONTRACT. |
| INDEXING. | NONE. |
| WRITING. | MIMOGRAPH-FORMS-MADE-IN-BOOK-FORM. |
| SIZE | OF BOOK-11x9"-SIZE-OF-MIMOGRAPH-FORM-11x8 1/2. |
| LOCATION. | NORTH-SIDE-OF-ROOM-307-MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD. (PRIOR RECORDS IN VAULT-3 rd FLOOR.) |
| <p>CONTENTS; CONSIST OF CITY OF BALTIMORE, DEPARTMENT OF PUBLIC WORKS BUREAU OF HIGHWAYS, SPECIFICATIONS, PROPOSAL, CONTRACT, AND BOND FOR FURNISH- ING AND DELIVERING VARIOUS KINDS OF PAVING MATERIALS. RECORD SHOWS BIDDER MUST FURNISH BOND AND BOARD OF AWARDS RESERVES RIGHT TO REJECT ANY AND ALL BIDS AND OR TO WAIVE TECHNICAL DEFECTS IF IN IT JUDGEMENT THE INTERESTS OF THE MAYOR AND CITY COUNCIL OF BALTIMORE MAY SO REQUIRE CONTRACTS. ALSO SHOWS CHIEF ENGINEER AND HIGHWAYS ENGINEER OF MAINTENANCE DIVISION AND BUREAU OF HIGHWAYS SIGNATURES TO ALL BIDS.</p> | |

WALL-WHITELEY
(Worker's full name)

1/16/40
(Date)

138
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 307
(Name of building, room number, street address)

1. Title (SHEET ASPHALT REPAIRS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1939-
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 CARD BOARD FILES CONTAINING APPROX. 200 FORMS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling CONCRETE BASE REPORTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSISTS OF REPORT OF VARIOUS STREETS TO BE PAVED BY THE
(Purpose and general nature of record. Principal items of information

BUREAU OF HIGHWAYS-CITY OF BALTIMORE-RECORD ALSO SHOWS BUREAU
shown. Summary of forms used in making record, their headings, etc. If a very

OF HIGHWAYS SHEET ASPHALT REPAIRS-DAILY REPORT OF REPAIRS DONE-
general or miscellaneous record, detailed information as to type of records

CONTRACTORS NAME-DATE WHEN FINISHED-NAME OF INSPECTOR-LOCATION
contained and dates covered by each should be given. Unless contents of these

1 FOREMAN AND 6 LABORERS-112 CUBIC YARDS CONCRETE LAID-537.0
records are described by other Forms 12-13HR, such forms should be filled out

SQUARE YARDS-WEATHER FAIR.
(and attached)

6. Contents--continued _____

7. Arrangement **CHRONOLOGICALLY BY DATE OF REPORT**
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing **NONE**
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross referenc here to that form by title and identification number)

9. Writing **HAND WRITTEN ON PRINTED FORMS**
(Handwritten. Handwritten-printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size **OF CARD BOARD FILE 14" X 5 1/2" X 3 1/2" SIZE OF FORM 6 X 4"**
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities **WEST SIDE OF ROOM 307 MUNICIPAL BUILDING**
(Room, vault, wall--N.E.S.W., section, bin, shelf,
cabinet, on floor)

12. Other information **RECORDS GOOD- PRIOR RECORDS IN VAULT- 3RD FLOOR**
(Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING

| | |
|----------|--|
| TITLE | (SHEET ASPHALT REPAIRS) |
| DATES | 1939--- |
| QUANTITY | ✓ CARD BOARD FILES CONTAINING APPROX 200 FORMS |
| LABELING | CONCRETE BASE REPORTS |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF REPORT |
| INDEXING | NONE |
| WRITING | HANDWRITTEN ON PRINTED FORMS |
| SIZE | OF CARD BOARD FILE 14" x 5 1/2" x 3 1/2" SIZE OF FORM 6" x 4" |
| LOCATION | WEST SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD - PRIOR RECORDS IN VAULT 3RD FLOOR - MUNICIPAL BUILDING |
| CONTENTS | CONSISTS OF REPORT OF VARIOUS STREETS TO BE PAVED BY THE BUREAU OF HIGHWAYS CITY OF BALTIMORE - RECORD ALSO SHOWS BUREAU OF HIGHWAYS SHEET ASPHALT REPAIRS - DAILY REPORT OF REPAIRS DONE - CONTRACTORS NAME - DATE WHEN FINISHED - NAME OF INSPECTOR - LOCATION - 1 FOREMAN AND 6 LABORERS - 112 C.Y. CONCRETE LAID - 532.0 SQ YDS, WEATHER FAIR. |

WHITELEY-WALL
(Worker's full name)

1-17-40.
(Date)

139
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307-MUNICIPAL-BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title (LABORATORY-REPORTS-ON-ASPHALT.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1939--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4-CARD-BOARD FILES CONTAINING APPROX-2000 REPORTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SHEET ASPHALT LABORATORY REPORTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents PERTAINS TO BUREAU OF HIGHWAYS SHEET ASPHALT REPAIRS,
(Purpose and general nature of record. Principal items of information

DAILY REPORTS, RECORD SHOWS DISTRICT NUMBER, CONTRACTOR
shown. Summary of forms used in making record, their headings, etc. If a very

NAME, DATE, MONTH, YEAR, INSPECTOR NAME, VARIOUS LOCATIONS,
general or miscellaneous record, detailed information as to type of records

AREA REPAIRS, AMOUNT OF SQUARE YARDS, AMOUNT OF LOADS,
contained and dates covered by each should be given. Unless contents of these

AMOUNT OF POUNDS, SPECIFYING NUMBER OF FOREMAN, AMOUNT
records are described by other forms 12-13HR, such forms should be filled out

OF LABORERS, AMOUNT OF TRUCKS, AMOUNT AIR COMPRESSORS,
and attached)

6. Contents, continued AMOUNT OF ROLLERS, WEATHER CONDITION.
SUPERVISED BY MAINTENANCE DIVISION BUREAU OF HIGHWAYS.
-
7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing HAND-WRITTEN-ON-PRINTED-FORMS.
 (Handwritten: Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OFF FILE DRAWER 15"x5 1/2"x3 1/2"-SIZE OF FORM-6"x3 1/2"
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities WEST SIDE ROOM 307 MUNICIPAL
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING 3rd FLOOR.
 cabinet, on floor)
12. Other information RECORD GOOD (PRIOR RECORDS IN VAULT-3rd FLOOR)
 (Condition of record if not good. Relation to other records.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

ROOM-307-MUNICIPAL-BUILDING-3rdFLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|--|
| TITLE. | (LABATORY-REPORTS ON ASPHALT.) |
| DATES. | 1939--. |
| QUANTITY. | 4-CARD-BOARD-FILES-CONTAINING-APPROX-2000-REPORTS. |
| LABELING. | SHEET-ASPHALT-LABATORY-REPORTS. |
| DIS- ^A _N -MISS-REC. | NONE |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE-OF-REPORT. |
| INDEXING. | NONE. |
| WRITING. | HAND-WRITTEN-ON-PRINTED-FORMS. |
| SIZE. | OFFICE-DRAWERS-15"x5 $\frac{1}{2}$ "x3 $\frac{1}{2}$ "-SIZE-OF-FORM-6"x3 $\frac{1}{2}$ " |
| LOCATION. | WEST-SIDE-OF-ROOM-307-MUNICIPAL-BUILDING-3 rd FLOOR |
| INFORMATION. | RECORDS GOOD.(PRIOR RECORDS IN VAULT-3 rd FLOOR.) |

CONTENTS; PERTAINS TO BUREAU OF HIGHWAYS SHEET ASPHALT REPAIRS DAILY REPORTS. RECORD SHOWS: DISTRICT NUMBER, CONTRACTOR NAME, DATE, MONTH, YEAR, INSPECTORS NAME, VARIOUS LOCATIONS, AREA REPAIRS, AMOUNT OF SQUARE YARDS, AMOUNT OF LOADS, AMOUNT OF POUNDS, SPECIFYING NUMBER OF FOREMAN, AMOUNT OF LABORERS, AMOUNT OF TRUCKS, AMOUNT AIR COMPRESSORS, AMOUNT OF ROLLERS, WEATHER CONDITIONS, SUPERVISE BY MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

WALL-WHITELEY-
(Worker's full name)

1/17/40
(Date)

140
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 307.
(Name of building, room number, street address)

1. Title (BLUE PRINTS AND CUTS MADE)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1939.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CABINET DRAWER- APPROX. 500 BLUE PRINTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling BLUE PRINTS OF CUTS MADE BY UTILITY CORPORATION.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSISTS OF PERMIT NUMBER, LOCATION, IMPROVEMENTS,
(Purpose and general nature of record. Principal items of information)

MACADAM PAVING DATE, AREA OF ACTUAL COST, PLUS AREA CUT BACK,
shown. Summary of forms used in making record, their headings, etc. If a very

CHECK BY, DRAWN BY, SKETCHED BY, APPROVED BY, NAMING UTILITY
general or miscellaneous record, detailed information as to type of records

CORPORATION DRAFTSMAN AND INSPECTED BY MAINTENANCE
contained and dates covered by each should be given. Unless contents of these

DIVISION, BUREAU OF HIGHWAYS,
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF PRINT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing BLUE PRINTS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size OF DRAWER 18" X 9 X 6" SIZE OF PRINTS 11 1/2" X 8 1/2"
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities WEST SIDE OF ROOM 307 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
cabinet, on floor)

12. Other information RECORDS GOOD. PRIOR RECORDS IN VAULT 3RD FLOOR
(Condition of record if not good. Relation to other records.

MUNICIPAL BUILDING.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING

| | |
|----------|--|
| TITLE | (BLUE PRINT AND CUTS MADE) |
| DATES | 1939 |
| QUANTITY | 1 CABINET DRAWER - APPROX 500 BLUE PRINTS. |
| LABELING | BLUE PRINTS OF CUTS MADE BY UTILITY CORPORATION |
| DIS. MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE |
| INDEXING | NONE |
| WRITING | BLUE PRINTS |
| SIZE | OF DRAWER 18" X 9 X 6" SIZE OF PRINTS 11 1/2" X 8 1/2" |
| LOCATION | WEST SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD - PRIOR RECORDS IN VAULT. 3RD FLOOR MUNICIPAL BUILDING. |

CONTENTS CONSISTS OF PERMIT NO. LOCATION - IMPROVEMENTS - MACADAM PAVING - DATE - AREA OF ACTUAL COST - PLUS AREA CUT BACK - CHECK BY - DRAWN BY - SKETCHED BY - APPROVED BY - NAMEING UTILITY CORPORATION DRAFTSMAN AND INSPECTED BY MAINTENANCE DIVISION - BUREAU OF HIGHWAYS.

WALL - WHITELEY
(Worker's full name)

1/17/40
(Date)

141
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND,
Name of agency or office BUREAU OF HIGHWAYS MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL BUILDING ROOM 307.
(Name of building, room number, street address)

1. Title (WORK ORDER INDEX)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1940
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 FILE DRAWERS CONTAINING APPROX. 1000 CARDS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1940 WORK ORDER INDEX RAN DS. FOOTWAY AND ALLEY PAVING A TO Z INCLUSIVE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONTAINS NAME OF STREET OR AVE, LOCATION, DAY, MONTH, YEAR, TO BE
(Purpose and general nature of record. Principal items of information

REPAIRED. RECORD SHOWS VARIOUS MATERIALS USED AND WORK ORDER NUMBER
shown. Summary of forms used in making record, their headings, etc. If a very

TO MAINTENANCE DIVISION, BUREAU OF HIGHWAYS TO START THE WORK. RECORD ALSO
general or miscellaneous record, detailed information as to type of records

SHOWS WORK ORDER INDEX OF SHEET ASPHALT, FROM A TO Z INCLUSIVE,
contained and dates covered by each should be given. Unless contents of these

TO BE USED FOR, REPAIRS OF MACADAM ROADS, NAMING THE ROADS AND
records are described by other Forms 12-13HR, such forms should be filled out

THEIR LOCATIONS, WORK ORDER NUMBER, DAY, MONTH, YEAR, FOR
and attached)

6. Contents--continued MAINTENANCE DIVISION, BUREAU OF HIGHWAYS.

7. Arrangement CHRONOLOGICALLY BY WORK ORDER.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing CARD SYSTEM.
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing TYPE WRITTEN ON CARDS.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size OF FILE DRAWER 15"X5X4" SIZE OF CARDS 3"X5".
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities WEST SIDE OF ROOM 307 MUNICIPAL BUILDING.
 (Room, vault, wall--N.E.S.W., section, bin, shelf,

 cabinet, on floor)
12. Other information RECORDS GOOD, PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL
BUILDING.
 (Condition of record if not good. Relation to other records.

 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

 (Place of publication) (Date of publication)

MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING

| | |
|----------|--|
| TITLE | (WORK ORDER INDEX) |
| DATES | 1940--- |
| QUANTITY | 2 FILE DRAWERS CONTAINING APPROX 1000 CARDS |
| LABELING | 1940 WORK ORDER INDEX R AND S FOOTWAY AND ALLEY PAVING A TO Z INCLUSIVE |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY NUMBER OF WORK ORDER |
| INDEXING | CARD SYSTEM |
| WRITING | TYPE WRITTEN ON CARDS |
| SIZE | OF FILE DRAWER 15" X 5 X 4" SIZE OF CARDS 3" X 5" |
| LOCATION | WEST SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD - PRIOR RECORDS IN VAULT - 3RD FLOOR - MUNICIPAL BUILDING |
| CONTENTS | CONTAINS NAME OF STREET OR AVE - LOCATION - DAY - MONTH - YEAR - TO BE REPAIRED RECORD SHOWS - VARIOUS MATERIALS USED AND WORK ORDER NUMBER TO MAINTENANCE DIVISION - BUREAU OF HIGHWAYS TO START THE WORK - RECORD ALSO SHOWS WORK ORDER INDEX OF SHEET ASPHALT - FROM A TO Z INCLUSIVE - TO BE USED FOR REPAIRS OF MACADAM ROADS - NAMING THE ROADS AND THEIR LOCATIONS WORK ORDER NUMBER - DAY - MONTH - YEAR - FOR MAINTENANCE DIVISION, BUREAU OF HIGHWAYS |

WHITELEY-WALL
(Worker's full name)

1-17-40.
(Date)

142
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307-MUNICIPAL-BUILDING-3RD FLOOR.
(Name of building, room number, street address)

1. Title STREET-IMPROVEMENTS.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1938--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE-DRAWER CONTAINING APPROX. 200 CARDS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling CHRONOLOGICALLY BY DATE OF WORK ORDER.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents PERTAINS TO CERTAIN ROAD AND AVENUE TO CITY LINE THAT
(Purpose and general nature of record. Principal items of information

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS IS HOLDING
shown. Summary of forms used in making record, their headings, etc. If a very

UP REPAIRS FOR FOOTWAYS TO COMPLETE THEIR REPAIRS.
general or miscellaneous record, detailed information as to type of records

RECORDS SHOW LOCATION, NAME OF ROAD, FROM AVENUE TO CITY
contained and dates covered by each should be given. Unless contents of these

LINE, DATE, NAME OF FOREMAN WHO ORDERED JOB HEAD.
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued

7. Arrangement CHRONOLOGICALLY-BY-DATE OF WORK ORDER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing CARD-SYSTEM.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing TYPE-WRITTEN-ON-CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size OF FILE-DRAWER-15x5x3/4-SIZE OF CARD-5"x3".
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities WEST-SIDE-OF-ROOM-307-MUNICIPAL-BUILD-
(Room, vault, wall--N.E.S.W., section, bin, shelf,
ING-3rd FLOOR
cabinet; on floor)

12. Other information RECORDS GOOD (PRIOR RECORDS IN VAULT-3rd FLOOR.)
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) _____ (Date of publication)

| LOCATION | DATE | MATERIAL | CHARGE | WORK ORDER |
|----------|------|----------|--------|------------|
| | | | | |

ROOM-307-MUNICIPAL-BUILDING-3rdFLOOR

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|---|
| TITLE. | STREET-IMPROVEMENTS. |
| DATES. | 1938--. |
| QUANTITY. | 1-FILE-DRAWER-CONTAINING-APPROX-200 CARDS. |
| LABELING. | (STREET-IMPROVEMENTS)(FOOTWAY-HOLD-UP)BY-(FOOTWAYS-DIVISION.) |
| DIS- ^A _N -MISS-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY BY DATE OF WORK ORDER. |
| INDEXING | CARD-SYSTEM-ALPHABETICALLY. |
| WRITING | TYPE-WRITTEN ON CARDS. |
| SIZE | OF FILE-DRAWER-15"x5"x3 $\frac{1}{2}$ "-SIZE-OF CARD-5"x3" |
| LOCATION | WEST-SIDE-OF-ROOM-307-MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORD GOOD-(PRIOR RECORDS IN VAULT-3 rd FLOOR.) |

CONTENTS; PERTAINS, TO CERTAIN ROAD AND AVENUE TO CITY LINE THAT MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS IS HOLDING UP REPAIRS FOR, FOOTWAYS-TO COMPLETE THEIR REPAIRS. RECORD SHOWS, LOCATION, NAME OF ROAD, FROM AVENUE, TO CITY LINE. DATE, NAME OF FOREMAN WHO, ORDERED JOB HELD.

WHITELEY-WALL
(Worker's full name)

1-18-40.
(Date)

143
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 307 MUNICIPAL DIVISION (3rd FLOOR.)
(Name of building, room number, street address)

1. Title WORK ORDERS.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 12 FILE-DRAWER CONTAINING 33,000 WORK ORDERS. (SEE ADDENDA)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF DUPLICATE WORK ORDERS OF BUREAU OF HIGHWAYS
(Purpose and general nature of record. Principal items of information

MAINTENANCE-DIVISION-RECORD OF MINOR REPAIRS-RECORD
shown. Summary of forms used in making record, their headings, etc. If a very

SHOWS DISTRICT SUPERINTENDENT NAME, LOCATION, BILL TO AND
general or miscellaneous record, detailed information as to type of records

THEIR ADDRESS, VERIFIED BY DATE, PAVING ORDER, PERMIT NUM-
contained and dates covered by each should be given. Unless contents of these

BER, DESCRIPTION, SIZE, LOCATION OF CUT, AMOUNT OF LABOR,
records are described by other forms 12-13HR, such forms should be filled out

AMOUNT OF TRANSFER, AMOUNT OF HIRED TRUCKS, AMOUNT OF MACHINERY,
and attached)

6. Contents--continued AMOUNT-OF-MATERIALS, SUB-TOTAL, OVERHEAD, TOTAL COST, AREA PAVED, DATE COMPLETED, DATE BILLED, FOREMAN NAME, BILL NUMBER, NAME OF ASSOCIATE ENGINEER WHO ORDERS REPAIRS OF MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.
7. Arrangement CHRONOLOGICALLY-BY-DATE-OF-WORK-ORDER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPE-WRITTEN-ON-WORK-ORDERS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 12-FILE-DRAWERS-18"x8"x5"-SIZE-OF-FORM-8"x5".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities WEST-SIDE-ROOM-307-MUNICIPAL-BUILDING
(Room, vault, wall--N.E.S.W., section, bin, shelf, 3rd FLOOR. cabinet, on floor)
12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT-3rd FLOOR.)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

ADDENDA - ROOM 307 - MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - 3rd FLOOR.

1 DRAWER - LABELED FROM - 45,000 - TO - 46,999.

1 " - " - " - " - 47,000 - TO - 48,999.

1 " - " - " - " - 49,000 - TO - 50,999.

1 " - " - " - " - 51,000 - TO - 52,999.

1 " - " - " - " - 53,000 - TO - 54,999.

1 " - " - " - " - 55,000 - TO - 57,999.

1 " - " - " - " - 58,000 - TO - 60,999.

1 " - " - " - " - 61,000 - TO - 63,999.

1 " - " - " - " - 64,000 - TO - 66,999.

1 " - " - " - " - 67,000 - TO - 69,999.

1 " - " - " - " - 70,000 - TO - 72,999.

1 " - " - " - " - 73,000 - TO - 75,999.

BUREAU OF HIGHWAYS
MAINTENANCE DIVISION

FOR. SER. # 143,

DUPLICATE

WORK ORDER

DISTRICT SUPT. _____ DATE _____ ACCOUNT _____

LOCATION _____

BILL TO _____ ADDRESS _____

VERIFIED BY _____ DATE _____ PAVING ORDER }
PERMIT } NO.

| DESCRIPTION | SIZE | LOCATION OF CUT | AMOUNT | |
|-------------|------|-----------------|--------------|--|
| | | | LABOR | |
| | | | TRANS. | |
| | | | HIRED TRUCKS | |
| | | | MACHINERY | |
| | | | MATERIAL | |
| | | | SUB-TOTAL | |
| | | | OVERHEAD | |
| AREA PAVED | | | TOTAL COST | |

DATE COMPLETED _____ FOREMAN _____

DATE BILLED _____ BILL NO. _____

ASSOCIATE CIVIL ENGINEER

ROOM-307-MUNICIPAL-BUILDING-3rd FLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS-

| | |
|--|---|
| TITLE. | WORK-ORDERS. |
| DATES. | 1937--. |
| QUANTITY. | 12-FILE-DRAWERS. CONTAINING. 30,999-WORK-ORDERS SEE-ADDENDA. |
| LABELING. | NONE |
| ^A ^N DIS.-D. MISS.-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE-OF-WORK-ORDERS. |
| INDEXING. | NONE. |
| WRITING. | TYPE-WRITTEN-ON-WORK-ORDERS. |
| SIZE. | 12-FILE-DRAWERS-18"x8"x5"-SIZE-OF-FORM-8"x5" |
| LOCATION. | WEST-SIDE-ROOM-307-MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS-GOOD. (PRIOR RECORDS IN VAULT-3 rd FLOOR.) |

CONTENTS: CONSIST OF DUPLICATE WORK ORDER OF BUREAU OF HIGHWAYS-
 PAYING _____
 MAINTENANCE-DIVISION RECORD OF MINOR REPAIRS. RECORD SHOWS
 ↑
 DISTRICT-SUPERINTENDENTS NAME, LOCATION, BILL TO, AND THEIR ADDRESS,
 VERIFIED BY, DATE, PAYING ORDER, PERMIT NUMBER, DESCRIPTION, SIZE,
 LOCATION OF CUT, AMOUNT OF LABOR, AMOUNT OF TRANSFER, AMOUNT OF HIRED TRUCKS,
 AMOUNT OF MACHINERY, AMOUNT OF MATERIALS, SUB-TOTAL, OVERHEAD, TOTAL COST,
 AREA PAVED, DATE COMPLETED, DATE BILLED, FOREMAN NAME, BILL NUMBER,
 NAME OF ASSOCIATE CIVIL ENGINEER WHO ORDERS REPAIRS OF MAINTENANCE-DIVISION
 BUREAU-OF-HIGHWAYS.

WALL-WHITELEY
(Worker's full name)

1/18/40
(Date)

144
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 307
(Name of building, room number, street address)

1. Title (WORK ORDERS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1933 To 1940.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE DRAWER CONTAINING APPROX. 500 CARDS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling MISSCELLANEOUS WORK ORDERS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSISTS OF NAME OF UTILITY CORPORATIONS REPAIRS TO VARIOUS
(Purpose and general nature of record. Principal items of information

STREETS, NAMING THE STREETS UNDER REPAIRS, RECORD SHOWS DAY,
shown. Summary of forms used in making record, their headings, etc. If a very

MONTH, YEAR, MATERIAL USED, CHARGE WORK ORDER NUMBERS.
general or miscellaneous record, detailed information as to type of records

SUPERVISED BY MAINTENANCE DIVISION, BUREAU OF HIGHWAYS.
contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY WORK ORDER.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing CARD SYSTEM.
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing TYPE WRITTEN ON CARDS.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size OF FILE DRAWER 15" X 5 X 3 1/2" SIZE OF CARD 5 X 3".
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities WEST SIDE OF ROOM 307 MUNICIPAL BUILDING.
 (Room, vault, wall--N.E.S.W., section, bin, shelf,

 cabinet, on floor)
12. Other information RECORDS GOOD. PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL
BUILDING.
 (Condition of record if not good. Relation to other records.

 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

MAINTENANCE DIVISION-BUREAU OF HIGHWAYS-ROOM 307 MUNICIPAL BUILDING

| | |
|----------|--|
| TITLE | (WORK ORDERS) |
| DATES | 1933 To 1940 |
| QUANTITY | 1 FILE DRAWER- CONTAINING APPROX 500 CARDS |
| LABELING | MISSCELLANEOUS WORK ORDERS |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY WORK ORDERS |
| INDEXING | CARD SYSTEM |
| WRITING | TYPEWRITTEN ON CARD |
| SIZE | OFF FILE DRAWER 15" X 5 X 3 1/2" SIZE OF CARD 5" X 3" |
| LOCATION | WEST SIDE OF ROOM 307 MUNICIPAL BUILDING |
| IN FOR | RECORD GOOD- PRIOR RECORDS IN VAULT 3 RD FLOOR MUNICIPAL BUILDING. |
| CONTENTS | CONSISTS OF NAME OF UTILITY CORPORATIONS REPAIRS TO VARIOUS STREETS. NAME IN THE STREETS UNDER REPAIRS RECORD SHOWS. DAY-MONTH-YEAR- MATERIAL USED- CHARGE- WORK ORDER NUMBERS. SUPERVISED BY MAINTENANCE DIVISION-BUREAU OF HIGHWAYS, |

WALL-WHITELEY
(Worker's full name)

1/18/40
(Date)

145
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 307
(Name of building, room number, street address)

1. Title (FOOTWAY ORDERS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1938---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 DRAWERS CONTAINING APPROX. 11000 FORMS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling FOOTWAY ORDERS AND THEIR VARIOUS DISTRICTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSISTS OF FOOTWAY ORDERS ISSUED BY MAINTENANCE DIVISION
(Purpose and general nature of record. Principal items of information

BUREAU OF HIGHWAYS, FOR REPAIRS OF FOOTWAYS. RECORD SHOW
shown. Summary of forms used in making record, their headings, etc. If a very

BUREAU OF HIGHWAYS WORK ORDER, DISTRICT, DATE, ACCOUNT, LOCATION,
general or miscellaneous record, detailed information as to type of records

BILL TO, VERIFIED BY, ADDRESS, DATE, PAVING ORDER, PERMIT NUMBER,
contained and dates covered by each should be given. Unless contents of these

DESCRIPTION, SIZE, LOCATION OF CUT, AMOUNT, LABOR, TRANS, HIRED, TRUCKS,
records are described by other Forms 12-13HR, such forms should be filled out

MACHINERY, MATERIAL, SUB-TOTAL, OVERHEAD, TOTAL COSTS, AREA PAVED,
and attached)

6. Contents--continued DATE COMPLETED, FOREMAN NAME, DATE BILLED, BILL NUMBER, SIGNED BY ASSOCIATE CIVIL ENGINEER.
7. Arrangement CHRONOLOGICALLY BY WORK ORDER
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPED ON WORK ORDER FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF DRAWER 18" X 8 X 5" OF FORM 8" X 5"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities WEST SIDE OF ROOM 307 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORD GOOD-PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
SYMBOL NUMBER-43-371
422. ALL DISTRICTS.
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication) (Date of publication)

MAINTENANCE DIVISION-BUREAU OF HIGHWAYS- ROOM 307 MUNICIPAL BUILDING

| | |
|----------|---|
| TITLE | (FOOTWAY ORDERS) |
| DATES | 1938--- |
| QUANTITY | 4 DRAWERS- CONTAINING APPROX 11000 FORMS |
| LABELING | FOOTWAYS ORDERS AND THIER VARIOUS DISTRICTS. |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY WORK ORDER |
| INDEXING | NONE |
| WRITING | TYPE WRITTEN ON WORK ORDER FORM |
| SIZE | OF DRAWER 18" X 8 X 5" OF FORM 8" X 5" |
| LOCATION | WEST SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORD GOOD- PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | <p>CONSISTS OF FOOTWAY ORDERS ISSUED BY MAINTENANCE DIVISION-BUREAU OF HIGHWAYS FOR REPAIRS OF FOOTWAYS. RECORD SHOWS- BUREAU OF HIGHWAYS WORK ORDER-DISTRICT DATE- ACCOUNT- LOCATION- BILL TO- VERIFIED BY- ADDRESS- DATE- PAVING ORDER PERMIT NUMBER- DESCRIPTION- SIZE- LOCATION OF CUT- AMOUNT. LABOR- TRANS- HIRED TRUCKS- MACHINERY- MATERIAL- SUB-TOTAL- OVERHEAD- TOTAL COST, AREA PAYED- DATE COMPLETED- FOREMAN NAME- DATE BILLED- BILL NUMBER- SIGNED BY ASSOCIATE CIVIL ENGINEER.</p> |

Symbol NUMBER 43- 371

" " 422 ALL DISTRICTS

WHITELEY-WALL
(Worker's full name)

1-19-40.
(Date)

146
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 307 MUNICIPAL BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title (UTILITY CORPORATION SKETCHES FOR REPAIRS OF STREETS.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1939--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE DRAWER CONTAINING APPROX. 50 SKETCHES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SKETCHES OF STREETS BY UTILITY CORPORATION.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSIST OF SKETCHES BY UTILITY CORPORATION SHOWING
(Purpose and general nature of record. Principal items of information

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS THEIR WORK THEY
shown. Summary of forms used in making record, their headings, etc. If a very

ARE TO PERFORM ON VARIOUS STREETS WHICH HAS TO BE APPROV-
general or miscellaneous record, detailed information as to type of records

ED BY ASSOCIATE CIVIL ENGINEER OF MAINTENANCE-DIVISION
contained and dates covered by each should be given. Unless contents of these

BEFORE THEY CAN PROCEED. SKETCH SHOWS ITS NUMBER,
records are described by other Forms 12-13HR, such forms should be filled out

LOCATION, PERMIT NUMBER, KIND OF PAVING MATERIAL, BASE,
and attached)

6. Contents--continued DATE, NAME OF UTILITY CORPORATION ENGINEER, AREA OF ACTUAL CUT, NAME WHO CHECKED JOB, AREA PLUS 9" CUTBACK, NAME OF PERSON WHO DREW SKETCH, SKETCH BY, APPROVED BY.
-
7. Arrangement CHRONOLOGICALLY-BY-DATE-OF-SKETCHES.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing HAND-DRAWN-ON-PRINTED-FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF-FILE-DRAWER-18"x8"x5"-SIZE-OF-SKETCH-11 1/2"x8".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities WEST SIDE ROOM-307-MUNICIPAL-BUILDING
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORDS GOOD (PRIOR RECORDS IN VAULT-3RD FLOOR.)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
_____ (Place of publication) _____ (Date of publication)

ROOM-307-MUNICIPAL-BUILDING.-3rdFLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|--|--|
| TITLE. | (UTILITY CORPORATION SKETCHES FOR REPAIRS OF STREETS.) |
| DATES. | 1939--. |
| QUANTITY. | 1-FILE-DRAWER, CONTAINING APPROX.-50-SKETCHES. |
| LABELING. | SKETCHES OF STREETS BY UTILITY CORPORATION |
| DIS. ^A D-MISS.-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE. |
| INDEXING. | NONE. |
| WRITING | HAND-DRAWN ON-PRINTED-SKETCH |
| SIZE. | OF-FILE-DRAWER-18"x8"x5"-SIZE-OF-SKETCH-11 $\frac{1}{2}$ "x8". |
| LOCATION. | WEST-SIDE-ROOM-307-MUNICIPAL-BUILDING. 3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD. (PRIOR RECORDS IN VAULT. 3 rd FLOOR.) |
| <p>CONTENTS; CONSIST OF SKETCHES BY UTILITY CORPORATION SHOWING MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS THEIR WORK. THEY ARE TO PERFORM ON VARIOUS STREETS. WHICH HAS TO BE APPROVED BY ASSOCIATE CIVIL ENGINEER, OF MAINTENANCE-DIVISION BEFORE THEY CAN PROCEED. SKETCH SHOWS ITS NUMBER, LOCATION, PERMIT NUMBER, KIND OF PAVING MATERIAL, BASE, DATE, NAME OF UTILITY CORPORATION ENGINEER, AREA OF ACTUAL CUT, NAME WHO CHECKED JOB. AREA PLUS 9" CUT BACK, NAME OF PERSON WHO DREW SKETCH. SKETCH BY, APPROVED BY.</p> | |

WALL WHITELEY
(Worker's full name)

1/19/40
(Date)

147
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

COUNTY BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 307.
(Name of building, room number, street address)

1. Title (MACADAM PAVING)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1939--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE DRAWER CONTAINING APPROX. 500 FORMS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling MACADAM PAVING ALL DISTRICTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSISTS OF MAINTENANCE DIVISION, BUREAU OF HIGHWAYS, PERFORMING
(Purpose and general nature of record. Principal items of information

MACADAM WORK GIVING DATE WHEN WORK WAS DONE, RECORD SHOWS,
shown. Summary of forms used in making record, their headings, etc. If a very

DISTRICT SUPERINTENDENT, ACCOUNT NUMBER, LOCATION, BEING BILLED TO
general or miscellaneous record, detailed information as to type of records

BUREAU OF WATER SUPPLY GIVING PAYING ORDER PERMIT GIVING SIZE
contained and dates covered by each should be given. Unless contents of these

OF MACADAM WORK COMPLETED, APPROVED BY ASSOCIATE CIVIL
records are described by other forms 12-13HR, such forms should be filled out

ENGINEER
(and attached)

6. Content's--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF WORK ORDER.

(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.

(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM.

(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size OF DRAWER 18" X 8 X 5" SIZE OF FORM 8 X 5.

(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities WEST SIDE OF ROOM 307 MUNICIPAL BUILDING.

(Room, vault, wall--N.E.S.W., section, bin, shelf,

cabinet, on floor)

12. Other information RECORDS GOOD. PRIOR RECORDS IN VAULT 3RD FLOOR,

(Condition of record if not good. Relation to other records)

MUNICIPAL BUILDING.

Information on prior, subsequent, or similar records. Whether record is known

to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

MAINTENANCE DIVISION. BUREAU OF HIGHWAYS - ROOM 307 MUNICIPAL BUILDING.

| | |
|----------|--|
| TITLE | (MACADAM PAVING) |
| DATES | 1939--- |
| QUANTITY | 1 FILE DRAWER, CONTAINING APPROX 500 FORMS |
| LABELING | MACADAM PAVING ALL DISTRICTS |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF WORK ORDER |
| INDEXING | NONE |
| WRITING | TYPE WRITTEN ON PRINTED FORM |
| SIZE | OF DRAWER 18" X 8 X 5" SIZE OF FORM 8" X 5" |
| LOCATION | WEST SIDE OF ROOM 307 MUNICIPAL BUILDING. |
| INFOR | RECORDS GOOD. PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING. |
| CONTENTS | <p>CONSISTS OF MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - PERFORMING MACADAM WORK GIVING</p> <p>DATE WHEN WORK WAS DONE - RECORD SHOWS. DISTRICT SUPERINTENDENT - ACCOUNT NUMBER -</p> <p>LOCATION - BEING BILLED TO BUREAU OF WATER SUPPLY. GIVING PAVING ORDER PERMIT. GIVING SIZE</p> <p>OF MACADAM WORK COMPLETED - APPROVED BY ASSOCIATE CIVIL ENGINEER.</p> |

WALL-WHITELEY
(Worker's full name)

1/19/40
(Date)

148
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 307.
(Name of building, room number, street address)

1. Title (MISCELLANEOUS MATERIALS FOR PAVING)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1939
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE DRAWER CONTAINING APPROX. 2000 BILLS OF MATERIALS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling MISCELLANEOUS FILE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSISTS OF BITUMINOUS MATERIALS AND BRICKS ORDERED BY
(Purpose and general nature of record. Principal items of information

MAINTENANCE DIVISION, BUREAU OF HIGHWAYS, FOR PAVING AND REPAIRS TO
shown. Summary of forms used in making record, their headings, etc. If a very

STREETS. RECORD SHOWS MATERIALS BEING DELIVERED AT VARIOUS SIDINGS
general or miscellaneous record, detailed information as to type of records

FOR DELIVERY AT VARIOUS CITY YARDS- FOR PAVING- MAINTENANCE DIVISION-
contained and dates covered by each should be given. Unless contents of these

BUREAU OF HIGHWAYS.
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued

7. Arrangement **CHRONOLOGICALLY BY DATE OF ORDER.**
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing **NONE.**
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross referencce here to that form by title and identification number)

9. Writing **TYPE WRITTEN ON PRINTED FORM.**
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed-printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size **OF DRAWER 23" X 13" X 10 1/2" SIZE OF FORM 11" X 8 1/2"**
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities **NORTH WEST SIDE OF ROOM 307 MUNICIPAL BUILDING.**
(Room, vault, wall--N.E.S.W., section, bin, shelf,

cabinct, on floor)

12. Other information **RECORDS GOOD- PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL**
(Condition of record if not good. Relation to other records.

BUILDING.

Information on prior, subsequent, or similar records. Whether record is known

to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication)

(Date of publication)

MAINTENANCE DIVISION-BUREAU OF HIGHWAYS, ROOM 307 MUNICIPAL BUILDING

| | |
|----------|---|
| TITLE | (MISCELLANEOUS MATERIALS FOR PAVING) |
| DATES | 1939 |
| QUANTITY | 1 FILE DRAWER CONTAINING APPROX 2000 BILLS OF MATERIALS |
| LABELING | MISCELLANEOUS FILE |
| Dis-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF ORDER |
| INDEXING | NONE |
| WRITING | TYPEWRITTEN ON PRINTED FORM |
| SIZE | OF DRAWER 23"X13X10 1/2" SIZE OF FORM 11"X8 1/2" |
| LOCATION | NORTH WEST SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING. |
| CONTENTS | CONSISTS OF BITUMINOUS MATERIALS AND BRICKS ORDERED BY MAINTENANCE DIVISION BUREAU OF HIGHWAYS- FOR PAVING AND REPAIRS TO STREETS- RECORD SHOWS MATERIALS BEING DELIVERED AT VARIOUS RAILROAD SIDINGS FOR DELIVERY AT VARIOUS CITY YARDS. FOR PAVING MAINTENANCE DIVISION-BUREAU OF HIGHWAYS. |

WHITEKEY-WALL-
(Worker's full name)

1-22-40.
(Date)

149
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY. State MARYLAND.
Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)
Address of office of custody ROOM 307 MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title (REQUISITIONS FOR PAYING MATERIALS.)
(Give present full title in quotes; assigned title, if any, in brackets.)
If record has had other titles, list them with dates or quantities or both
2. Dates 1939--.
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 FILE DRAWER CONTAINING APPROX. 500 REQUISITIONS.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling REQUISITIONS.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents PERTAINS TO CITY OF BALTIMORE REQUISITIONS FOR VARIOUS
(Purpose and general nature of record. Principal items of information
KINDS OF PAYING MATERIALS FOR MAINTENANCE DIVISION BUREAU
shown. Summary of forms used in making record, their headings, etc. If a very
OF HIGHWAYS. RECORD SHOWS: HIGHWAYS, MAINTENANCE, CLASSIFI-
general or miscellaneous record, detailed information as to type of records
CATION NUMBER, DATE, REQUISITION NUMBER, COMPTROLLER SYMBOL
contained and dates covered by each should be given. Unless contents of these
NUMBER, CONFIRMING NUMBER, QUANTITY OF MATERIAL, CUBIC
records are described by other Forms 12-13HR, such forms should be filled out
YARDS, UNIT PRICE, VENDOR NAME, TOTAL COST OF MATERIAL,
and attached)

6. Contents--continued NAME VARIOUS LOCATIONS FOR DELIVERY OF MATERIALS BEING ORDERED BY MAINTENANCE-DIVISION BUREAU-OF-HIGHWAYS.
-
7. Arrangement CHRONOLOGICALLY-BY-DATE-OF-REQUISITION.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPE-WRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF-FILE-DRAWER-25"x15"x10 1/2". SIZE OF FORM-11"x8 1/2".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities SOUTH-WEST-COR-Room-307-MUNICIPAL-BUILDING-3rd FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information RECORD GOOD. (PRIOR RECORDS IN VAULT-3rd FLOOR.)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

ROOM-307 MUNICIPAL-BUILDING-3rd FLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---------------------------------|---|
| TITLE. | (REQUISITIONS-FOR-PAVING-MATERIALS.) |
| DATES. | 1939--. |
| QUANTITY. | 1-FILE DRAWER-CONTAINING APPROX.-500 REQUISITION. |
| LABELING. | REQUISITIONS. |
| ^A DIS-D-MISS-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE-OF-REQUISITION. |
| INDEXING. | NONE. |
| WRITING. | TYPE-WRITTEN ON PRINTED FORM. |
| SIZE | OF FILE DRAWER. 25"x15"x10 1/2"-SIZE OF FORM-11"x8 1/2". |
| LOCATION. | SOUTH-WEST-ROOM-307 MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD. (PRIOR RECORDS IN VAULT-3 rd FLOOR) |

CONTENTS; PERTAINS TO CITY OF BALTIMORE REQUISITIONS FOR VARIOUS KINDS OF PAVING MATERIALS FOR MAINTENANCE-DIVISION-BUREAU OF HIGHWAYS.

RECORD SHOWS-HIGHWAYS, MAINTENANCE, CLASSIFICATION NUMBER, DATE, REQUISITION NUMBER, COMPTROLLER SYMBOL NUMBER, CONFIRMING NUMBER, QUANTITY OF MATERIAL, CUBIC YARDS, UNIT PRICE, VENDOR NAME, TOTAL COST OF MATERIALS

NAME VARIOUS LOCATIONS FOR DELIVERY OF MATERIALS BEING ORDERED BY MAINTENANCE-DIVISION-BUREAU OF HIGHWAYS.

WHITELEY-WALL
(Worker's full name)

1-22-40.
(Date)

151
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~██████████~~ BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307 MUNICIPAL BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title BILLS FROM UTILITY CORPORATION FOR VARIOUS PAVING MATERIALS.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1934--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-FILE-DRAWER-CONTAINING APPROX 1000 VARIOUS BILLS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling BILLS 1934-1937.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF VARIOUS UTILITY CORPORATION BILLS FOR DIFFERENT
(Purpose and general nature of record. Principal items of information

KINDS OF PAVING MATERIALS AND THEIR COST.
shown. Summary of forms used in making record, their headings, etc. If a very

RECORD SHOWS VARIOUS KINDS OF PAVING MATERIALS FROM
general or miscellaneous record, detailed information as to type of records

VARIOUS UTILITY CORPORATIONS TO BE USED BY MAINTENANCE-DIVIS-
contained and dates covered by each should be given. Unless contents of those

ION-BUREAU OF HIGHWAYS AMOUNT OF COST.
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY-BY-DATE-BILLED.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing TYPE-WRITTEN-ON-PRINTED-FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size OFF-FILE-DRAWER-25"x18"x10 1/2" SIZE-OF-FOLDER-12"x9 1/2"
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities SOUTH-WEST-COR-ROOM-307-MUNICIPAL
(Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING-3rd FLOOR.
cabinet, on floor)

12. Other information RECORDS Good. (PRIOR RECORDS IN VAULT-3rd FLOOR)
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

ROOM-307-MUNICIPAL-BUILDING-3rd FLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

MATERIALS.

TITLE. BILLS FROM UTILITY CORPORATIONS FOR VARIOUS PAVING

DATE. 1934- - -

QUANTITY. 1 FILE DRAWER- CONTAINING APPROX-1000 VARIOUS BILLS.

LABELING BILLS-1934-1937.

DIS. ^A_N MISS-REC. NONE.

ARRANGEMENT. CHRONOLOGICALLY BY DATE BILLED.

INDEXING. NONE.

WRITING. TYPE WRITTEN-ON-PRINTED-FORM.

SIZE. OF FILE DRAWER-25"X18"X10 1/2". SIZE OF FOLDER-12"X9 1/2".

LOCATION. SOUTH-WEST COR. ROOM-307-MUNICIPAL-BUILDING 3rd FLOOR.INFORMATION. RECORDS GOOD. (PRIOR RECORDS IN VAULT- 3rd FLOOR.)CONTENTS; CONSIST OF VARIOUS UTILITY CORPORATIONS BILLS FOR DIFFER-
ENT KINDS OF PAVING MATERIALS AND THEIR COST.RECORD SHOWS VARIOUS KINDS OF PAVING MATERIALS FROM VARIOUS UTILITY
CORPORATIONS TO BE USED BY MAINTENANCE DIVISION-BUREAU-OF-HIGHWAYS
FOR PAVING.

WALL-WHITELEY
(Worker's full name)

1/23/40
(Date)

1521
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY, State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 307
(Name of building, room number, street address)

1. Title (ACCIDENT CASES)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1933--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 FILE DRAWERS CONTAINING APPROX. 3000 CARDS,
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling ACCIDENT CASES,
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents PERTAINS TO ACCIDENTS WHICH OCCUR IN THE MAINTENANCE DIVISION
(Purpose and general nature of record. Principal items of information

BUREAU OF HIGHWAYS, SHOWING DATE OF INJURY AND NAME AND ADDRESS OF MAN
shown. Summary of forms used in making record, their headings, etc. If a very

INJURED, RECORD SHOWS CASE NUMBER, NAME AND ADDRESS OF MAN
general or miscellaneous record, detailed information as to type of records

INJURED, NAME OF FOREMAN WHO SUPERVISED JOB, DOCTORS NAME WHO
contained and dates covered by each should be given. Unless contents of these

ATTENDED INJURED MAN, SUBMITTING HIS FEE TO MAINTENANCE DIVISION,
records are described by other Forms 12-13HR, such forms should be filled out

BUREAU OF HIGHWAYS.
and attached)

6. Contents--continued _____

7. Arrangement ALPHABETICAL BY NAME.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing CARD SYSTEM.
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing TYPE WRITTEN ON CARDS.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size OF FILE DRAWER 15" X 5 1/2" X 3 1/2" OF CARDS 5" X 3".
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities SOUTH WEST CORNER ROOM 307 MUNICIPAL BUILDING.
 (Room, vault, wall--N.E.S.W., section, bin, shelf,

 cabinet, on floor)
12. Other information RECORD GOOD- PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL
BUILDING.
 (Condition of record if not good. Relation to other records.

 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
 _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

| | |
|----------|--|
| TITLE | (ACCIDENT CASES) |
| DATES | 1933--- |
| QUANTITY | 2 FILE DRAWERS CONTAINING APPROX 3000 CARDS |
| LABELING | ACCIDENT CASES |
| DIS-MIS | NONE |
| ARRANGE | ALPHABETICAL BY NAME |
| INDEXING | CARD SYSTEM |
| WRITING | TYPE WRITTEN ON CARDS |
| SIZE | OF FILE DRAWER 15" X 5 1/2" X 3 1/2" OF CARDS 5" X 3" |
| LOCATION | SOUTH WEST CORNER ROOM 307 MUNICIPAL BUILDING. |
| INFOR | RECORD GOOD - PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING. |
| CONTENTS | PERTAINS TO ACCIDENTS WHICH OCCUR IN THE MAINTENANCE DIVISION - BUREAU OF HIGHWAYS SHOWING DATE OF INJURY - AND NAME AND ADDRESS OF MAN INJURED. RECORD SHOWS CASE NUMBER, NAME AND ADDRESS OF MAN INJURED - RECORD SHOWS CASE NUMBER - NAME AND ADDRESS OF MAN INJURED - NAME OF FOREMAN WHO SUPERVISED JOB - DOCTORS NAME WHO ATTENDED INJURED MAN - SUBMITTING HIS FEE TO MAINTENANCE DIVISION - BUREAU OF HIGHWAYS. |

WHITELEY-WALL.
(Worker's full name)

1-23-40.
(Date)

153
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~██████████~~ BALTIMORE-CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307-MUNICIPAL-BUILDING.
(Name of building, room number, street address)

1. Title (FOOTWAYS REPAIRS.)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-PLAIN-CARD-BOARD-BOX-CONTAINING-APPROX-500-FORMS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling LIST OF FOOTWAY-INTERSECTIONS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records-NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents PERTAINS TO CITY OF BALTIMORE DEPARTMENT OF
(Purpose and general nature of record. Principal items of information

PUBLIC WORKS, BUREAU OF HIGHWAYS, INSPECTION DIVISION
shown. Summary of forms used in making record, their headings, etc. If a very

REPAIRS TO FOOTWAYS. RECORD SHOWS LIST NUMBER, ATTENTION
general or miscellaneous record, detailed information as to type of records

OF EXECUTIVE OF MAINTENANCE DIVISION, OWNER NAME, LOCATION
contained and dates covered by each should be given. Unless contents of these

OF WORK, AREA SQUARE FEET, PAVING, REMARKS, COST, DATE OF
records are described by other Forms 12-13HR, such forms should be filled out

ORDER, DATE COMPLETED, BY MAINTENANCE DIVISION-BUREAU
and attached)

6. Contents--continued OF HIGHWAYS.

7. Arrangement-CHRONOLOGICALLY-BY-DATE OF REPAIR ORDER.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing TYPE-WRITTEN-ON-PRINTED FORM.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size OF BOX-13"x10 1/2"x2 1/2"-SIZE-OF-FORM-11"x7 1/2".
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities WEST-SIDE-ROOM-307-MUNICIPAL-BUILD-
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
ING-3rd FLOOR.
 cabinet, on floor)
12. Other information RECORDS GOOD-(PRIOR RECORDS IN VAULT-3rd FLOOR.)
 (Condition of record if not good. Relation to other records.

 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

11
BOND
MAY 19 1941

REPAIRS TO HIGHWAYS
BUREAU OF HIGHWAYS, DIVISION OF
DEPARTMENT OF PUBLIC WORKS
STATE OF CALIFORNIA

BOND
MAY 19 1941

Mr. Kirsch

ROOM-307 MUNICIPAL BUILDING-3rdFLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|---|
| TITLE. | (FOOTWAYS-REPAIRS.) |
| DATE. | 1936--. |
| QUANTITY. | 1- PLAIN CARD BOARD BOX-CONTAINING-APPROX-500-FORMS. |
| LABELING. | LIST OF FOOTWAY INTERSECTIONS. |
| DIS- ^A _D -MISS-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE-OF-REPAIR ORDER. |
| INDEXING. | NONE. |
| WRITING. | TYPE-WRITTEN-ON-PRINTED-FORM. |
| SIZE | OF-BOX-13"x10 ¹ / ₂ "x2 ¹ / ₂ "-SIZE-OF-FORM-11"x7 ¹ / ₂ ". |
| LOCATION. | WEST SIDE-OF-ROOM-307 MUNICIPAL-BUILDING-3 rd FLOOR. |
| INFORMATION. | RECORDS GOOD.(PRIOR RECORDS IN VAULT-3 rd FLOOR.) |

CONTENTS: PERTAINS TO CITY-OF-BALTIMORE DEPARTMENT OF PUBLIC WORKS

BUREAU-OF-HIGHWAYS-INSPECTION DIVISION, REPAIRS-TO-FOOTWAYS.

RECORD SHOWS: LIST NUMBER, ATTENTION-OF-EXECUTIVE OF MAINTENANCE-DIVISION.

OWNER NAME, LOCATION OF WORK, AREA SQUARE FOOT, PAYING, REMARKS, COST.

DATE OF ORDER, DATE COMPLETED BY MAINTENANCE DIVISION-BUREAU OF

HIGHWAYS.

WHITELEY-WALL-
(Worker's full name)

1-23-40.
(Date)

154
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

BALTIMORE CITY, State MARYLAND.
Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307-MUNICIPAL-BUILDING-3RD FLOOR.
(Name of building, room number, street address)

1. Title ESTIMATES.
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1930---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-FILE-DRAWER-CONTAINING-APPROX-500ESTIMATES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling ESTIMATES 1930.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents PERTAINS-TO-MATERIALS-RECEIVED-FROM-UTILITY
(Purpose and general nature of record. Principal items of information

CORPORATIONS-AFTER-LABORATORY-REPORTS-RECORD
shown. Summary of forms used in making record, their headings, etc. If a very

SHOWS MATERIALS BEING DISBURSED IN SHEET ASPHALT
general or miscellaneous record, detailed information as to type of records

AREA. ALSO RECORD SHOWS INFORMATION FROM CITY
contained and dates covered by each should be given. Unless contents of these

SOLICITOR OFFICE TO MAINTENANCE-DIVISION-BUREAU
records are described by other Forms 12-13HR, such forms should be filled out
OF HIGHWAYS.
and attached)

6. Contents--continued _____

7. Arrangement CHRONOLOGICALLY BY DATE OF ESTIMATE.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing TYPE WRITTEN ON PRINTED FORM.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF FILE DRAWER-17"x14"x11"-SIZE OF FORM-8 1/2"x5 1/2".
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities WEST-SIDE OF ROOM-307 MUNICIPAL-
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING-3rd FLOOR.
 cabinet, on floor)
12. Other information RECORDS GOOD, PRIOR RECORDS IN VAULT-3rd FLOOR
 (Condition of record, if not good. Relation to other records.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

Room-307-MUNICIPAL-BUILDING-3rdFLOOR.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

TITLE. (ESTIMATES.)

DATES. -1930--.

QUANTITY. 1-FILE-DRAWER CONTAINING-APPROX.-500-ESTIMATES.

LABELING. ESTIMATES-1930.

Dis.^A_N-D-MISS-REC. -NONE.

ARRANGEMENT. CHRONOLOGICALLY-BY-DATE-OF-ESTIMATE.

INDEXING. NONE.

WRITING. TYPE-WRITTEN-ON-PRINTED-FORM.

SIZE. OF-FILE-DRAWER-17"X14"X11"-SIZE-OF-FORM-8 $\frac{1}{2}$ "X5 $\frac{1}{2}$ ".LOCATION. WEST-SIDE-ROOM-307-MUNICIPAL-BUILDING-3rdFLOOR.INFORMATION. RECORDS GOOD-(PRIOR RECORDS IN VAULT-3rdFLOOR.)

CONTENTS; PERTAINS TO MATERIALS RECEIVED FROM UTILITY CORPORATIONS AFTER LABATORY REPORTS. RECORD SHOWS MATERIALS BEING DISBURSED IN SHEET ASPHALT AREAS. ALSO RECORD SHOWS INFORMATION FROM CITY SOLICITOR OFFICE TO MAINTENANCE-DIVISION-BUREAU OF HIGHWAYS.

WALL - WHITELEY
(Worker's full name)

1/24/46
(Date)

155
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

Count BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 307
(Name of building, room number, street address)

1. Title (MATERIAL ORDER)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1939--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 DOZEN IN BOOK FORM.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling CITY OF BALTIMORE BUREAU OF HIGHWAYS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents CONSISTS OF CITY OF BALTIMORE, BUREAU OF HIGHWAYS
(Purpose and general nature of record. Principal items of information

MATERIAL ORDER; RECORD SHOWS, MATERIAL ORDER NUMBER, DATE,
shown. Summary of forms used in making record, their headings, etc. If a very

CHARGE THE FOLLOWING MATERIALS TO FOREMAN (NAME) WORK ORDER
general or miscellaneous record, detailed information as to type of records

NUMBER, ACCOUNT, LOCATION, QUANTITY, SIZE, UNIT PRICE, AMOUNT
contained and dates covered by each should be given. Unless contents of these

NUMBER OF CHARGE ORDER, MATERIAL DISBURSED FROM RECEIVED
records are described by other forms 12-13HR, such forms should be filled out

By MATERIAL CLERK TO STORE YARD THIS BEING ORDER OF
(and attached)

6. Contents--continued MAINTENANCE DIVISION - BUREAU OF HIGHWAYS.

7. Arrangement CHRONOLOGICALLY BY DATE OF ORDER.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,

 and place cross reference here to that form by title and identification number)
9. Writing TYPEWRITTEN ON PRINTED FORM.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.

 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

 and years covered by each kind of writing)
10. Size OF BOOK 9" X 6 1/2" X 1/2" OF FORM 8 1/2" X 6 1/2".
 (Of record or container. Height, width, thickness or depth. Average number of

 pages or documents)
11. Location by dates and quantities WEST SIDE OF ROOM 307 MUNICIPAL BUILDING.
 (Room; vault, wall--N.E.S.W., section, bin, shelf,

 cabinet, on floor)
12. Other information RECORDS GOOD--PRIOR RECORD IN VAULT 3RD FLOOR,
 (Condition of record if not good. Relation to other records.
MUNICIPAL BUILDING.
 Information on prior, subsequent, or similar records. Whether record is known

 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

MAINTENANCE DIVISION - BUREAU OF HIGHWAYS - ROOM 307 - MUNICIPAL BUILDING.

| | |
|----------|--|
| TITLE | (MATERIAL ORDER) |
| DATES | 1939--- |
| QUANTITY | 2 DOZEN IN BOOK FORM |
| LABELING | CITY OF BALTIMORE - BUREAU OF HIGHWAYS |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF ORDER. |
| INDEXING | NONE |
| WRITING | TYPE WRITTEN ON PRINTED FORM |
| SIZE | OF BOOK 9" X 6 1/2" X 1/2" OF FORM 8 1/2" X 6 1/2" |
| LOCATION | WEST SIDE OF ROOM 307 MUNICIPAL BUILDING |
| INFOR | RECORDS GOOD. PRIOR RECORD IN VAULT. 3RD FLOOR MUNICIPAL BUILDING. |
| CONTENTS | <p>CONSISTS OF CITY OF BALTIMORE - BUREAU OF HIGHWAYS. MATERIAL ORDER - RECORD SHOWS</p> <p>MATERIAL ORDER NUMBER - DATE - CHARGE THE FOLLOWING MATERIALS TO - FOREMAN NAME - WORK</p> <p>ORDER NUMBER - ACCOUNT - LOCATION - QUANTITY - SIZE - UNIT PRICE - AMOUNT - NUMBER OF CHARGE</p> <p>ORDER - MATERIAL DISBURSED FROM - RECEIVED BY MATERIAL CLERK - TO STORE YARD - THIS</p> <p>BEING ORDER OF MAINTENANCE DIVISION - BUREAU OF HIGHWAYS.</p> |

WHITELEY-WALL
(Worker's full name)

1-24-40.
(Date)

156
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~██████████~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, MAINTENANCE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-307-MUNICIPAL-BUILDING-(3rd-FLOOR.)
(Name of building, room number, street address)

1. Title (RECORD-OF-VARIOUS KINDS-OF-PAVING MATERIALS)
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-CLOTH-BOOK-CONTAINING-APPROX.-2000-PAGES-OF-MATERIALS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents CONSIST OF VARIOUS UTILITY CORPORATIONS DELIVERY
(Purpose and general nature of record. Principal items of information

OF MATERIALS TO MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.
shown. Summary of forms used in making record, their headings, etc. If a very

RECORD SHOWS: DEPARTMENT OF PUBLIC WORKS-BUREAU-OF-HIGH-
general or miscellaneous record, detailed information as to type of records

WAYS-MAINTENANCE-DIVISION. GIVING ITEM NUMBER,
contained and dates covered by each should be given. Unless contents of these

CLASSIFICATION, QUANTITY, NAME OF CONTRACTOR, NAME OF
records are described by other Forms 12-13HR, such forms should be filled out

CORPORATION FURNISHING BRICK FOR PAVING, RATE,
and attached)

6. Contents--continued AMOUNT, GIVING NAME OF LOWEST BIDDER
SHOWING EACH BIDDER HAS TO FURNISH CERTIFIED CHECK
WITH EACH BID TO BUREAU OF HIGHWAYS- MAINTENANCE DIVISION.
-
7. Arrangement CHRONOLOGICALLY- BY- DATE- OF- ORDER.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing NONE.
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing HAND-WRITTEN ON-PRINTED FORM.
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size OF BOOK-15"x9 1/2"x2"- SIZE OF FORM-13"x9" .
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities SOUTH-WEST-COR-ROOM-307 MUNICIPAL
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
BUILDING-3rd FLOOR.
 cabinet, on floor)
12. Other information RECORDS GOOD, PRIOR RECORDS IN VAULT-3rd FLOOR.
 (Condition of record if not good. Relation to other records.
 Information on prior, subsequent, or similar records. Whether record is known
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
 _____ (Place of publication) _____ (Date of publication)

ROOM-307-MUNICIPAL-BUILDING.

MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS.

| | |
|---|--|
| TITLE. | RECORD OF VARIOUS KINDS OF PAVING MATERIALS. |
| DATE. | 1935--- |
| QUANTITY | 1-CLOTH BOOK CONTAINING-APPROX-2000 PAGES OF MATERIALS |
| LABELING | NONE. |
| ^A DIS.-D-MISS-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE OF ORDER. |
| INDEXING | NONE. |
| WRITING. | HAND-WRITTEN-ON-PRINTED-FORM. |
| SIZE | OF-BOOK-15"x9½"x2"-SIZE-OF-FORM-13"x9". |
| LOCATION. | SOUTH-WEST COR. ROOM-307-MUNICIPAL-BUILDING. |
| INFORMATION. | RECORD GOOD. (PRIOR RECORDS IN VAULT-3 rd FLOOR.) |
| <p>CONTENTS; CONSIST OF VARIOUS UTILITY CORPORATIONS DELIVERY OF MATERIALS TO MAINTENANCE-DIVISION-BUREAU-OF-HIGHWAYS. RECORD SHOWS DEPARTMENT OF PUBLIC WORKS-BUREAU-OF-HIGHWAYS-MAINTENANCE-DIVISION GIVING-ITEM-NUMBER, CLASSIFICATION, QUANTITY, NAME OF CONTRACTOR, NAME OF CORPORATION FURNISHING BRICK FOR PAVING. RATE, AMOUNT, GIVING NAME OF LOWEST BIDDER SHOWING EACH BIDDER HAS TO FURNISH CERTIFIED CHECK WITH EACH BID TO BUREAU-OF-HIGHWAYS-MAINTENANCE DIVISION.</p> | |

BUREAU OF HARBORS - CITY OF BALTIMORE

RECREATION PIER - THAMES ST.

| DATE OF SERIAL REPORT No | TITLE | DATE OF RECORD |
|--------------------------|---|--|
| 5-3-38 1 | "DAILY RECORD OF TIDE AND WEATHER" - "IMPROVEMENT TO WHARVES" - "JOURNAL" - "PAYROLLS" - "RECORD OF ARTICLES" - "CASH PAID EMPLOYEES" | 1876-1912 |
| 5-2-38 1A | "IMPROVEMENT TO WHARVES" | AUG. 1898 - JUNE 1901 |
| 5-2-38 1B | "DAILY RECORD OF TIDES AND WEATHER" | JAN. 1907-1912 |
| 5-2-38 1C | "JOURNAL" | MAY 1876 - DEC. 1891 |
| 5-2-38 1D | "PAYROLLS" | MAY 1876 |
| 5-2-38 1E | "RECORD OF ARTICLES" | 1882-1889 |
| 5-2-38 1F | "CASH PAID EMPLOYEES" | MAY 1876 - DEC. 1882 |
| 5-3-38 2 | "LOG BOOK" | 1908-1933 |
| 5-2-38 3 | "DRAW BRIDGE LOGS" | 1936-1937 |
| 5-2-38 4 | "WEATHER REPORTS" | 1936--- |
| 5-2-38 5 | "CONFIRMATION OF SERVICES" | 1927--- |
| 5-2-38 6 | "CANCELLED MESSAGES" | 1927--- |
| 5-2-38 7 | "MESSAGES RECEIVED" | 1927--- |
| 5-2-38 8 | "MESSAGES SENT" | 1927--- |
| 5-3-38 9 | "DREDGING RECORD - DISBURSEMENTS OF PUBLIC WHARVES AND DOCKS - LEDGER HARBOR AND BACK BASIN REPAIRS TO TUGS AND WHARVES" | 1927--- |
| 5-3-38 9A | "DREDGING RECORD" | 1876-1912 |
| 5-3-38 9B | "DISBURSEMENTS OF PUBLIC WHARVES AND DOCKS" | JULY 1876 - JULY 1912 |
| 5-3-38 9C | "LEDGER - HARBOR AND BACK BASIN REPAIRS TO TUGS AND WHARVES" | 1904-1917 |
| 5-3-38 9D | "PROPERTY RETURN" | 1876-1898 |
| 5-3-38 10 | "RENTS - STATEMENT GROUP DEPOSITS - RECORD OF COAL RECEIPTS - BOOK OF EMPLOYEES" | 1906-1907 |
| 5-3-38 10A | "RENTS" | 1888-1925 |
| 5-3-38 10B | "STATEMENT GROUP DEPOSITS" | 1911-1916 |
| 5-3-38 10C | "RECORD OF COAL RECEIPTS" | JAN. 1912 FEB. 1917 APR. 1918 - JUNE 1924 |

BUREAU OF HARBORS - CITY OF BALTIMORERECREATION PIER - THAMES ST.

| DATE OF REPORT | SERIAL No | TITLE | DATE OF RECORD |
|----------------|-----------|---|----------------------------|
| 5-3-38 | 10D | "BOOK OF EMPLOYEES" | 1888-1925 |
| 5-3-38 | 11 | EXPENSE REGISTER - ICE BOAT ANNAPOLIS; REMOVAL OF ASHES FROM TOW BOATS; SCHEDULE OF ACCOUNTS RECEIVABLE; DREDGING RECORD DREDGING HARBOR AND SUNDRIES; DREDGING HARBOR - TUG BALTIMORE EXHIBIT OF WHARF PROPERTY OWNED BY MAYOR AND CITY COUNCIL OF BALTIMORE | 1895-1934 |
| 5-3-38 | 11A | "EXPENSE REGISTER - ICE BOAT ANNAPOLIS" | 1930-1934 |
| 5-3-38 | 11B | "REMOVAL OF ASHES FROM TOW BOATS" | JUNE 1891- SEPT 1902 |
| 5-3-38 | 11C | "SCHEDULE OF ACCOUNTS RECEIVABLE" | FEB-1920- DEC. 1923 |
| 5-3-38 | 11D | "DREDGING RECORD" | 1913-1915 |
| 5-3-38 | 11E | "DREDGING HARBOR AND SUNDRIES" | DEC-1892- DEC. 1908 |
| 5-3-38 | 11F | DREDGING HARBOR - TUG BALTIMORE | JAN. 1909- DEC 1910. |
| 5-3-38 | 11G | EXHIBIT OF WHARF PROPERTY OWNED BY MAYOR AND CITY COUNCIL OF BALTIMORE, PREPARED BY W.A. TWOMBLEY 1885. | 1885. |
| 5-3-38 | 12 | "VOUCHER REGISTER AND JOURNAL" | OCT 1914 - MAR. 15-1920 |
| 5-4-38 | 13 | "SOUNDINGS - TIDES - ANGLES - PILE RECORD - EXTRA MATERIAL RECEIVED AT PRATT ST BRIDGE." | 1895-1937 |
| 5-3-38 | 13A | "SOUNDINGS" | 1907-1924 |
| 5-3-38 | 13B | "TIDES" | 1895-1905 |
| 5-4-38 | 13C | "ANGLES" | 1901-1924 |
| 5-4-38 | 13D | "PILE RECORD" | 1912-1937 |
| 5-4-38 | 13E | "EXTRA MATERIAL RECEIVED AT PRATT ST BRIDGE" | SEPT. 1913 JAN. 1914 |
| 5-4-38 | 14 | (CORRESPONDENCE) | 1876-- |
| 5-4-38 | 15 | "ORDERS" | 1879-1920 |
| 5-4-38 | 16 | PLAN OF HARBOR DEVELOPMENT, HARBOR BOARD - HARBOR ENGINEERS PLAN, MCCOMAS ST BULKHEAD - SURVEY REPORTS" | 1921-1922 |
| 5-4-38 | 16A | PLAN OF HARBOR DEVELOPMENT - HARBOR BOARD" | 1921-1922 |
| 5-4-38 | 16B | "HARBOR BOARD - HARBOR ENGINEERS PLAN. MCCOMAS ST. BULKHEAD" | MAR. 1922 |

BUREAU OF HARBORS - CITY OF BALTIMORERECREATION PIER - THAMES ST

| DATE OF REPORT | Serial No | TITLE | DATE OF RECORD |
|----------------|-----------|--|-------------------------|
| 5-4-38 | 16C | "SURVEY REPORTS" | 1922. |
| 5-4-38 | 17 | "LOCUST POINT TICKET RECEIPT BOOK" | 1920-1929 |
| 5-4-38 | 17A | (TICKET AGENTS REPORT) | 1930--- |
| 5-4-38 | 18 | (PURCHASE & SERVICE ORDER FILE) | 1925-1931 |
| 5-5-38 | 19 | "BALTIMORE WEATHER REPORTS - JAN. 1-1913 - FEB 10-1914 BUREAU OF STORES - ORDERS - 1931 DESCRIPTION OF STATIONS - 1876. RECEIPT BOOK - BROADWAY & LOC. PT. FERRY - MAY 1896 - NOV. 1910 INCIDENTALS - REPAIRS TO WHARVES - 1910 - 1915. LEDGER - SALARIES - MAINTENANCE - 1921 - 1922 RECORD - INSPECTION WORK - 1913 - 1914 TRIAL BALANCE - 1924 DAILY REPORT OF OPERATING - EXPENSES OF HARBOR BOARD - 1894 - 1911 | 1876-1924 |
| 5-4-38 | 19A | "BALTIMORE WEATHER REPORT" | JAN 1-1913 |
| 5-4-38 | 19B | "BUREAU OF STORES - ORDERS" | FEB 10-1914 |
| 5-4-38 | 19C | "DESCRIPTION OF STATIONS" | 1931 |
| 5-4-38 | 19D | "RECEIPT BOOK - BROADWAY AND LOCUST POINT FERRY" | 1876 |
| 5-4-38 | 19E | "INCIDENTALS - REPAIRS TO WHARVES" | MAY 1896 - NOV. 1910 |
| 5-4-38 | 19F | "LEDGER - SALARIES AND MAINTENANCE" | 1910-1915 |
| 5-5-38 | 19G | "RECORD INSPECTION WORK" | 1921-1922 |
| 5-5-38 | 19H | "TRIAL BALANCE" | 1913-1914 |
| 5-5-38 | 19I | "DAILY REPORT OF OPERATING EXPENSES OF HARBOR BOARD" | 1924. |
| 5-4-38 | 20 | "BUREAU OF HARBORS - TIME SHEETS" | 1894-1911 |
| 5-4-38 | 21 | (REPORT OF CLASSIFIED EMPLOYEES ABSENT WITH PAY) (REPORT OF SEPARATIONS AND NEW POSITIONS, REQUEST FOR | 1934--- |
| 5-5-38 | 22 | CERTIFICATION, REQUEST FOR AND GRANT OF TEMP. AUTHORITY - CERTIFICATION TO APPOINTING OFFICER. | JAN. 1935--- |
| 5-5-38 | 23 | (RECORD OF REQUISITIONS) | OCT. 1931--- |
| 5-5-38 | 24 | (OUT OFF TICKETS) | 1923--- |
| | | | JAN. 1932--- |

BUREAU OF HARBORS - CITY OF BALTIMORERECREATION PIER - THAMES ST.

| DATE OF REPORT | SERIAL No. | TITLE | DATE OF RECORD |
|----------------|------------|---|-----------------------------|
| 5-5-38 | 25 | (STATIONERY REQUISITIONS) | JAN. 1937-- |
| 5-5-38 | 26 | (SERVICE ORDERS) | JAN. 1938-- |
| 5-5-38 | 27 | (REQUISITIONS) | JAN. 1936-- |
| 5-5-38 | 28 | (BUREAU OF CONTROLS AND ACCOUNTS - DAILY RECEIVING REPORT OF MATERIAL FOR STOCK.) | 1936-- |
| 5-5-38 | 29 | REQUESTS FOR TEMPORARY APPOINTMENT OF LABORER - ENTRY TICKETS - CHANGE TICKETS - TRANSFER TICKETS.) | OCT 1930 -- |
| 5-5-38 | 30 | "CASH-BOOK-VOUCHER, REGISTER AND JOURNAL, - PROPERTY RETURNS" | 1898-1914 |
| 5-5-38 | 30A | "CASH-BOOKS" | AUG-1-1898- JULY-31-1910 |
| 5-5-38 | 30B | "VOUCHER-REGISTER-JOURNAL" | JAN-1910. SEPT.-1914 |
| 5-5-38 | 30C | "PROPERTY RETURNS" | 1899-1913. |
| 5-5-38 | 31 | "JOURNAL" | 1918-1924 |
| 5-5-38 | 32 | (VOUCHERS) | 1875-1908 |
| 5-6-38 | 33 | "INSPECTORS DAILY REPORTS" | 1923-1924 |
| 5-6-38 | 34 | "APPLICATIONS" | 1896-1900 |
| 5-6-38 | 35 | (EMPLOYEES ROSTER) | 1930-- |
| 5-6-38 | 36 | "BILL FILE" | JAN 1938-- |
| 5-6-38 | 37 | "PERMITS" | 1915-- |
| 5-6-38 | 38 | "W.P.A." | 1935-- |
| 5-6-38 | 39 | "DAILY DREDGING REPORT" | 1935-- |

Kovaka & Lindam

(Worker's full name)

5-3-38

(Date)

#1

(Form identification number)

CORRECT

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Quantick Row - Thimble St.
(Name of building, room number, street address)

1. Title "Daily Record of Tides & Weather" - "Imprisonment to Wharves" - "Journal" - "Payrolls" - "Record of Articles" - "Cash Paid Employers"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1876-1912
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Bundle
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with numbers
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents 7 Volumes - described on attached serials (1A to 1F volume)
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement none
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing see attached serials
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of bundle - 11" x 12" x 15"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On first shelf east wall of room
for storeroom
(Room, vault, wall—N, E, S, W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovaka & Luidall
(Worker's full name)

5-2-38
(Date)

#1A
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Penetration Pass - Thomas St*
(Name of building, room number, street address)

1. Title *"IMPROVEMENT TO WHARVES"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *AUG-1898 - JUNE-1901*
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *1 VOLUME*
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *as titled, no date on cover*
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *A record of applications for permits to construct & extend wharves & mounds of permits granted for improvements adjacent Docks Harbor, showing: date of application, name of applicant, classification of permit, location of work & date permit granted.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing in front of volume H to I by surname of applicant
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
showing page numbers

9. Writing Handwritten on ruled slate with printed lead
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume - 14" x 9" x 1" 277 pages
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle "2-11" x 12" x 15"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on shelf, east wall, 2nd floor storeroom

12. Other information Cloth covered volume in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)
No prior or subsequent record known to exist.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovak & Lindall
(Worker's full name)

5-2-38
(Date)

#1-B
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*

Name of agency or office *Bureau of Harbor City of Baltimore*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Tranquill Pier - Thann St.*
(Name of building, room number, street address)

1. Title *"DAILY RECORD OF TIDES AND WEATHER"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *JAN-1907-JAN-1912*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 VOLUMES*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *AS TITLED WITH YEARS. 1-JAN-1907-FEB-1910, 1-MAR-1910-JAN-1912*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Daily record of tides, weather, Temperature & wind showing: location of tide gauge, month, day of month, plus & minus of tides, hours checked, record of weather, Temperature & velocity of winds, hour of recording, at bottom of each page is chart showing symbols used in making report.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 1/2" x 10" x 3/4" 152 pgs
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities wrapped in Bundle #2 - 11" x 12" x 15"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on shelf, east wall of 2nd floor storeroom

12. Other information Leather bound volume in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

Record originated in 1907 & discontinued in 1912

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Rovak & Suddell
(Worker's full name)

5-2-38
(Date)

#1-C
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Bldg - Thames St*
(Name of building, room number, street address)

1. Title *"JOURNAL"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *MAY 1876 - DEC 1891*
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *1 VOLUME*
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *as titled with year*
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records *none*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Daily record of cash received & expended, showing;*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
date, reason for expenditures, amounts there for & totals
date & amount received, from whom received, purpose,
total amount, & balance

6. Contents—continued _____

7. Arrangement Chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not included
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 15" x 11" x 2" 450 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities wrapped in bundle #2 - 11" x 12" x 15"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on shelf east wall of 2nd floor storeroom

12. Other information Cloth covered volume in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)
No other record known to exist.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovack & Lindell
(Worker's full name)

5-2-38
(Date)

#1-0
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Pensioners Bldg - Thaw St.
(Name of building, room number, street address)

1. Title "PAYROLLS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates MAY-1876
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 VOLUME
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling as titled with gear
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Harbor Board Payroll showing: Employee identification numbers, name of employee, designations, payroll period, number of days worked, total days worked, amount paid, total of payroll, date + certification as to correctness of terms, rate of pay, amounts + signature of clerk of Board
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed pages
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 15" x 10" x 1 1/2" 185 pages - 21 used
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities wrapped in Bundle #2 - 11" x 12" x 15"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on shelf, east wall of 2nd floor stairway.

12. Other information Block bound volume in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
No other records known to exist
(Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Kovaka & Lindall
(Worker's full name)

5-2-39
(Date)

#1-E
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Convention Bldg. Thimble St*
(Name of building, room number, street address)

- Title *"RECORD OF ARTICLES"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates *1882-1889*
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity *1 VOLUME*
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling *as titled with year*
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records *none*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Record of property claimed to the Harbor Board of Baltimore City, showing: Date received, date inventoried, name of article, amounts of various articles & totals to be accounted for.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed paper
(Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 14"x11"x2 1/4" 500 pp
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities wrapped in bundle #2 - 11"x12"x15"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on shelf, east wall of 2nd floor storeroom

12. Other information Cloth covered volume in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)
For subsequent records, see "Property Returns" Serial #9-0
x Serial 30-C

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Koraka & Sindall

(Worker's full name)

5-2-38

(Date)

#1-F.

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*

Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Revenue Bldg - Thayer St.*
(Name of building, room number, street address)

1. Title *"CASH PAID EMPLOYEES"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *MAY-1876 - DEC. 1882*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 VOLUME*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled with dates*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none known*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *A daily record of monies paid to employees on the per diem basis showing: date, account chargeable, voucher number, to whom paid, reason for payment, amount paid & totals.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handw. on printed sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 15" x 11" x 2" 438 pgs 15 serial
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #2 - 11" x 12" x 15"
on shelf east wall of 2nd floor storeroom
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Clth cover volume in good condition
No other records known to exist
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Kovakas & Lindahl
(Worker's full name)

5-3-38
(Date)

#2
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Bldg - Thomas St.
(Name of building, room number, street address)

1. Title "LOG BOOK"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantiles or both)
2. Dates 1908-1933
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 8 volumes
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Log Book with dates as shown in items #13
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records 1 - May 12 - 1922 to Nov. 13 - 1923,
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Daily log of Broadway-Locomotive Pt. Ferry showing: year, date, time of watch, hour sailed, hour arrived, T.P.M., pounds of steam, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by vacuum, feet of feed water, amount of coal, amount of ash, parts of cylinder oil, length time dynamo in series, length of time engine in series, amount of coke used, amount of grease used, amount of waste used, location of wheel, time light put out, description of material & supplies received for operation & maintenance, time of fire drill, name of master on duty, & signature of master making entries.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement Arr. chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed forms
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 14" x 9" x 1 1/2" 300 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In bundle #3 on 3rd shelf east wall of 2nd floor storeroom.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Clutch covered volumes in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

Cont from
Serial 4 1- Jan. 1, 1908 to Jan. 29, 1916, 1- Jan. 30, 1916 to May, 16, 1922, 1- Nov. 14, 1923 to Aug. 15, 1925
1- Aug. 15, 1925 to Jan. 18, 1927, 1- Jan. 19, 1927 to June, 28, 1928, 1- June 29, 1928 to Jan. 4, 1930
1- Jan. 15, 1930 to July 28, 1931, 1- July, 28, 1931 to Feb. 17, 1933,

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Kovak & Lindall

(Worker's full name)

5-2-38

(Date)

#3

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

CORRECT

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Penetration Bldg. Thomas St.*
(Name of building, room number, street address)

- Title *"DRAWBRIDGE LOGS"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates *1936-1937*
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity *1 ENVELOPE*
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling *as titled & year 1936-1937*
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records *none*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Drawbridge daily Log showing: name of bridge, date, name of vessel, opening number, time opened & closed, hour - (a.m. & p.m.) & initials of operator.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handw. on printed forms copy attached
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of envelope 10" x 13" approx 730 sheets
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities _____
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
On wood shelf, northwest corner of 2nd floor.

12. Other information Records in good condition & kept for only 2 years.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
1938 Records at Cambridge.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovackal & Lindall
(Worker's full name)

5-2-38
(Date)

#4
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor, City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pier, Harbor B.
(Name of building, room number, street address)

1. Title "WEATHER REPORTS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2 Bundles - 1 file board
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling as above with dates 1936, 1937 File board 1936
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Daily report of weather received by Radio from the U.S. Dept of Agriculture & re-broadcasted to ships at sea, shows their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by date, general weather conditions Sandy Hook to Cape Hatteras & Chesapeake Bay, also shows conditions of weather, direction & velocity of wind at 8 a.m. each day at the following places: New York, Philadelphia, Atlantic City, Breakwater, Baltimore, Norfolk, Cape Henry & Hatteras. Storm warnings also listed if given.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-18HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement Alph. chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Hand on mimeographed forms, copy attached
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Bundle 12" x 10" x 3" File Folder 10" x 14" x 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1 for each day

11. Location by dates and quantities
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

2 Bundles 1936-1937 on wood shelf, northwest corner of 2nd floor, File folder on wall near operators desks

12. Other information Records in good condition & kept only for 2 years.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

Note: These are records of Municipal Radio Station W. 17.11.

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication) (Date of publication)

U. S. DEPARTMENT OF AGRICULTURE

Weather Bureau

Baltimore, Md., (date)

Sandy Hook to Cape Hatteras:

Chesapeake Bay:

Weather and Wind Conditions at 8 a. m. Today

| | Weather | Wind direction | Velocity |
|----------------|---------|----------------|----------|
| New York | | | |
| Philadelphia | | | |
| Atlantic City | | | |
| Breakwater | | | |
| Baltimore, Md. | | | |
| Norfolk | | | |
| Cape Henry | | | |
| Hatteras | | | |

STORM WARNING

Kroger & Sudack
(Worker's full name)

5-2-38
(Date)

#5
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Parliament Bldg. Thann St.*
(Name of building, room number, street address)

1. Title *"CONFIRMATION OF SERVICES"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1927---*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *11 Bundles & 1 cardboard box*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled with years 1927, 1928, 1929, 1930, 1931, 1932, 1933.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none 1934, 1935, 1936, 1937, BH 1938*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Q.S.O. sheet (Log) showing: date, call letters, ship's name, radio control, sent or received, ship's position, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by how sent (Postal or Western Union.) This is the operation log of all calls received & sent. Attached sheets in R.C.A. Radiogram forms (carbon copy) of all messages listed on Q.S.O. sheet & show: prefix, serial number, number of words, number of station called & station calling, time, charge, Office of origin, date filed, coastal station contacted, & time filed.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. Each should be given. Unless contents of these records are described by other Forms I2-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Ans. Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing O.S.O. stub, Under on printed form. Message Typed on printed form. } copies attached
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Bundle 10" x 9" x 10" Box 8" x 10" x 12" App 39,000
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities _____
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

11 Bundles 1927-1937 on wood shelves, modern cabinet of 2nd floor storeroom, Box on operators desks

12. Other information Records in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
No prior records
Whether record is known to have been kept earlier than dates shown in item 2)

Note: These are records of Municipal Radio Station W.M.H.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

FAST

| | |
|-----------|----------------|
| Prefix | _____ |
| Sent No. | _____ |
| Words | _____ Radio |
| Sent to | _____ by _____ |
| Time Sent | _____ |



ACCURATE

| CHARGES | | |
|-----------|--|--|
| Coast | | |
| Ship | | |
| Landline | | |
| Govt. Tax | | |
| Total | | |

RADIOGRAM
RADIOMARINE CORPORATION OF AMERICA
 A RADIO CORPORATION OF AMERICA SERVICE
 SHIP TO SHIP

SHORE TO SHIP

SHIP TO SHORE

Office of origin.....Date filed.....Coastal station via.....Time filed.....

Send the following Radiogram "Via **RCA**" subject to terms on back hereof, which are hereby agreed to

[Faint handwritten text, possibly a signature or address]

INSIST UPON RECEIPT, WHICH MUST BE PRODUCED WITH ANY COMPLAINT REGARDING THIS RADIOGRAM

ALL MESSAGES ACCEPTED BY THIS COMPANY ARE SUBJECT TO THE FOLLOWING TERMS:

To guard against mistakes, the sender of every radiogram should order it repeated; that is, telegraphed back to the originating office for comparison. The additional charge for this service is one-half the ordinary tolls.

Unless otherwise indicated on its face, this is an unrepeatable radiogram and paid for as such, in consideration whereof it is agreed between the sender of the message and this Company as follows:

1. This Company shall not be liable in any case for mistakes or delays in the transmission or delivery, or for non-delivery of any message, beyond its own terminals. In forwarding this message to the stations or over the circuits or lines of any other communications agency this Company is hereby made the agent of the sender without liability for mistakes, neglect or delays of such other communications agency, its agents or servants.

2. The Company shall not be liable for mistakes or delays in the transmission or delivery, or for non-delivery, of any message received for transmission at the unrepeatable message rate, whether caused by the negligence of its servants or otherwise, beyond the sum of five hundred dollars; nor for mistakes or delays in the transmission or delivery, or for non-delivery, of any message received for transmission at the repeated message rate, whether caused by the negligence of its servants or otherwise, beyond the sum of five thousand dollars; nor for mistakes or delays in the transmission or delivery, or for non-delivery, of any message received for transmission at the specially valued message rate, whether caused by the negligence of its servants or otherwise, beyond the sum at which such message shall be valued, in writing, by the sender thereof when tendered for transmission and for which payment is made of the amount of the repeated message rate plus an additional charge equal to one-tenth of one per cent of the amount by which such written valuation shall exceed five thousand dollars.

3. The Company shall not be liable in any case for delays arising from unavoidable interruptions in the working of its circuits; nor for delays or errors caused by storms or the action of the elements, or other acts of God, or by civil or military authority, or by insurrections, riots, rebellions, or the unlawful acts of individuals; nor for errors in cipher or obscure messages.

4. No responsibility attaches to this Company concerning messages until the same are accepted at one of its transmitting offices. If a message is sent to such office by messenger, whether supplied by the Company or not, the messenger acts for that purpose as the agent of the sender; if by telephone or by telegraph the person receiving the message acts therein as agent of the sender, and is authorized to assent to these conditions on behalf of the sender.

5. The Company will not be liable for damages or statutory penalties in any case where the claim is not presented in writing within sixty days after the message is filed with the Company for transmission.

6. It is agreed that in any action by the Company to recover the tolls for any message or messages the prompt and correct transmission and delivery thereof shall be presumed, subject to rebuttal by competent evidence.

7. NO EMPLOYEE OF THE COMPANY IS AUTHORIZED TO VARY THE FOREGOING TERMS.

RADIOMARINE CORPORATION OF AMERICA

CHARLES J. PANNILL, President

Novakas & Seidell

(Worker's full name)

5-2-38

(Date)

#6

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

CORRECT

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*

Name of agency or office *Bureau of Harbor, City of Baltimore*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Recreation Pier - Harbor St.*
(Name of building, room number, street address)

1. Title *"CANCELLED MESSAGES"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1927---*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *7 Bundles - 1 cardboard box*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled with dates 1927-1929, 1930, 1931, 1932-1933, 1934*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none 1935-1936, 1937 - Box 1938*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Carbon copies of cancelled messages to & from*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

See Boater showing: Origin, number, club, how filed, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by how sent & received, date, initials of operator, to whom addressed & authenticity of cancellations

6. Contents—continued _____

7. Arrangement arr chon by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed forms, (see Message Log & Print for form)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Serials 7+8)

10. Size of Bundles 7"x9"x3" Box 8"x10"x12" approx 10,000
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities _____
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

7 Bundles 1927-1937 on wood shelves, northwest corner of second floor storeroom, Box on desk of operator

12. Other information Records in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
No prior records.
Whether record is known to have been kept earlier than dates shown in item 2)

Note These are records of Municipal Radio Station W.M.N.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovaka & Sundack
(Worker's full name)

5-2-38
(Date)

#7
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Records - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Remington Bldg - Thacker St.*
(Name of building, room number, street address)

1. Title *"MESSAGES RECEIVED"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1927--*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *10 Bundles - 1 cardboard box*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled with years - 1927-1928, 1929, 1930, 1931, 1932, 1933*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none* *1904, 1935, 1936, 1937 - Box 1438*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Carbon copy of messages received from Ice Boats*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by date, initials of operator & to whom addressed each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arr. shown by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed form, copy attached
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Bundle 7" x 9" x 8" - Box - 8" x 10" x 12" approx 30,000
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities _____
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

10 Bundles - 1927-1937 on wood shelves, noochest above of wood floor storeroom. Box on operators desk

12. Other information Records in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

No prior records
Whether record is known to have been kept earlier than dates shown in item 2)

Note: There are records of Municipal Radio Station W.M.H.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

RECEIVED ICE BOAT MESSAGE

Date:.....

Origin:..... No. Ck. Fld:..... .M. Rcd:..... .M. Opr:.....

To:-

Radio Sta.

Rovak & Lindner

(Worker's full name)

5-2-38

(Date)

48

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Bldg - Thames St*
(Name of building, room number, street address)

1. Title *"MESSAGES SENT"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1927---*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *10 Bundles & 1 cardboard box*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled with year 1927-1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Carbon copy of messages transmitted to Sea Scouts*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, showing origin, number, clerk, how filed, how sent, date, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by initials of operator & to whom addressed.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement arr. chron. by date.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed form - copy attached.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Bundle - 7" X 9" X 8" - Box - 8" X 10" X 12" approx 30,000
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities _____
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
10 Bundles - 1927-1937 on wood shelves, northwest corner of 2nd floor storeroom. Box 1938 - on desk of operator.

12. Other information Records in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
No prior records.
Whether record is known to have been kept earlier than dates shown in item 2)

Note: These are records of Municipal Radio Station W. 19. H.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

TRANSMITTED ICE BOAT MESSAGE

Date:.....

Origin:..... No. Ck. Fld:..... M. Sent:..... M. Opr:.....

To:-

Kovacs & Ludass
(Worker's full name)

5-3-38
(Date)

9
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Harbors - City of Baltimore
(Office of custody) (Office which made the record, if different)

Address of office of custody Resurrection Pkwy. - Thimble St
(Name of building, room number, street address)

- Title "DREDGING RECORD - DISBURSEMENTS OF PUBLIC WHARVES AND DOCKS - LEDGER, HARBOR AND BACK BASIN REPAIRS TO TUGS. AND BOATS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates 1876-1912
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 1 Bundle
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling as titled with numbers
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents 7 Volumes as described on attached sheets (9A to 9D Inclusive)
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement none
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing see attached serials
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of bundle 12" x 18" x 9"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On 2nd shelf of east wall, 2nd floor storeroom
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, or floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

confirm #1 WHARVES - PROPERTY RETURN

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Korakas & Lindell
(Worker's full name)

5-3-38
(Date)

49-A
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbors - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Bldg - Thimble St*
(Name of building, room number, street address)

1. Title *"DREDGING RECORD"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *July 1876 to July 1912*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *3 Volumes*
(Number of volumes; file drawers; file boxes; bundles; other) *1 - Dec 1890 - July 1912*

4. Labeling *as above with dates: 1 - July 1876 - Dec 1879, 1 - Jan 1880 - 7/1/1890,*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Dredge number, name of contractor, location of work, name of supervisor, month of year, number of loads & cubic yards on each scow, date dredged, total, shortages & deductions, certification as to amount, date & signature of Engineer or Supervisor in charge*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volumes 14" x 9" x 1" 200 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #4, 12" x 18" x 9"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 2nd floor storeroom.

12. Other information Cloth covered volumes in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovach & Lindell
(Worker's full names)

5-3-38
(Date)

9-B
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbors - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier - Pratt St*
(Name of building, room number, street address)

1. Title *"DISBURSEMENTS OF PUBLIC WHARVES AND DOCKS"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *1904-1917*
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *2 VOLUMES*
(Number of volumes; file drawers; file boxes; hundles; other)
4. Labeling *as titled with dates 1-1904 to 1911, 1-1912 to 1917.*
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records *not known.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Amount of money expended on wharves & docks on Pratt St. showing: date of contract, pier number, amount expended on each pier for the following purposes, administration, engineering, property, construction, dredging, paving, curbing, total, credit, net total.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement As shown by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed forms
(Handwritten. Handwritten printed form. Handwritten printed bead. Typed. Typed printed form. Typed printed bead. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 12" x 16" x 1" 120 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities wrapped in Bundle #4 - 12" x 18" x 9"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall of 2nd floor storeroom

12. Other information Check covered volume in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovacka & Sindall
(Worker's full name)

5-3-38
(Date)

9-C.
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier - Thimble Pt.*
(Name of building, room number, street address)

- 1. Title *"LEDGER - HARBOR AND BACK BASIN REPAIRS TO TUGS AND WHARVES"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- 2. Dates *1876-1898*
(Earliest and latest dates; missing dates. Show exact date of breaks)
- 3. Quantity *1 VOLUME*
(Number of volumes; file drawers; file boxes; bundles; other)
- 4. Labeling *as titled with date.*
(Explain fully; years; numbers; letters; number of records so labeled)
- 5. Discontinued and missing records *not known.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Debit & Credit Ledger of money received & expended.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Credits show: Balances, date, amount cash received, & total.
Debits show: date, expenditure, reasons, total, balance or deficit.
This volume covers record of money expended for salaries, construction & repairs to wharves, docks, Piers & Ice Boats.

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled sheets.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 16" x 11" x 2 1/2" 436 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #4, 12" x 18" x 9"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall of 2nd floor stairway.

12. Other information Cloth covered volumes in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovacka + Lunda
(Worker's full name)

5-3-38
(Date)

H 9-D
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Residence Rev. Thamm St.*
(Name of building, room number, street address)

1. Title *"PROPERTY RETURN"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1906-1907*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 VOLUME*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled with years*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Records of property charged to the Harbor Board of Baltimore City, showing date received, date inventoried, name of articles, amounts of various articles & totals to be accounted for*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed paper
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 18" x 11 1/2" x 1/2" 50 pages
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #4, 12" x 18" x 9"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf east wall, 2nd floor stairway.

12. Other information Cardboard bound volume in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

Note: See Serial # 1-E. Record of Articles + serial # 9-D

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Kovakal & Sindall

(Worker's full name)

5-3-38

(Date)

410

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbors - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Bldg - Thanne St*
(Name of building, room number, street address)

- Title *"RENTS - STATEMENT GROUP DEPOSITS - RECORD OF COAL RECEIPTS - BOOK OF EMPLOYEES"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates *1888-1925*
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity *1 Bundle*
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling *as titled with numbers*
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *6 Volumes as described on attached serials (#10A to 10D incl)*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement none _____
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed _____
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing as shown on attached serials _____
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Bundle, 14" X 16" X 8" _____
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On 3rd shelf east wall - 2nd floor _____
storeroom _____
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovaka & Lindall
(Worker's full name)

5-3-38
(Date)

10-A
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Resurrection Parish - Thayer St*
(Name of building, room number, street address)

1. Title *"RENTS"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *1911 to 1916*
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *1 VOLUME*
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *as titled w/ each year*
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Record of City properties rented, shows street number, location of property, name of renter, record number of records by which property was purchased, detailed account of rent payments showing amount & date of payments, detailed account of rent deposits in bank showing amount & date & place of deposit.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement All shown by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing in front of volume. A to Z by name of author showing page numbers.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form 15)
title and identification number)

9. Writing Handw. on ruled paper.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Volume 14" x 8 1/2" x 3/4" 180 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in bundle #5, 14" x 18" x 10" on 3rd shelf, east wall of 2nd floor storeroom.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Paper bound volume in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Kovakal & Lindell
(Worker's full name)

5-3-38
(Date)

10-B
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Bldg - Thimble Pt.*
(Name of building, room number, street address)

1. Title *"STATEMENT - GROUP DEPOSITS"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
- or both)
2. Dates *JAN. 1912 - FEB. 1917*
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *1 VOLUME*
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *as titled with date*
(Explain fully: years; numbers; letters; number of records so labeled)
5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Detailed account of money received by this office for permits & deposited to the account of the Comptroller, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by showing: date, from whom received, reason, amount total. Date & total amount deposited.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 14" x 8 1/2" x 3/4" 100 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #5, 14" x 18" x 10"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 3rd shelf of 2nd floor storeroom

12. Other information Cloth bound volume in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovakal & Sindell

(Worker's full name)

5-3-38

(Date)

#10-C

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County: Baltimore City State: Maryland
Name of agency or office: Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody: Recreation Bldg. Harbor Bk
(Name of building, room number, street address)

- Title: "RECORD OF COAL RECEIPTS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates: APR. 1918 - JUNE 1924
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity: 1 VOLUME
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling: as titled with inclusive years
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records: not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents: Daily record of coal received by the Broadway-Locust Point Ferry boat from various coal dealers showing their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by Order number, ticket number, tons of coal received, date received, total tons of coal received for month from each dealer & date bill approved for payment

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Hand on ruled sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 14" x 8 1/2" x 3/4" 100 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in bundle #5, 14" x 18" x 10"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 3rd shelf, east wall, 2nd floor storeroom

12. Other information Cloth covered volume in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovakos & Lindvall
(Worker's full name)

5-3-38
(Date)

#10-D
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Prisoners Pen - Thanne St.*
(Name of building, room number, street address)

1. Title *"BOOK OF EMPLOYEES"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1888-1925*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *3 Volumes*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled with inclusive years 1888-1921, 1922-1924, 1925*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Roster of Employees showing: identification numbers, designation, name, address, date of employment, date of birth, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by record of employment, & in many cases the cause & date of death*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement Numerically by identification number
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volumes 14" x 10" x 1" 200 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities wrapped in bundle #5, 14" x 18" x 10"
on 3rd shelf, east wall, 2nd floor storeroom
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Leatherbound volumes in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Kovack-Sindell
(Worker's full name)

5-3-38
(Date)

11
(Form identification number)

CORRECT

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbors - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier, Thames Street.*
(Name of building, room number, street address)

- Title *Expense Register - Ice Boat Annapolis; Removal of Ashes from Tow Boats; Schedule of Accounts Receivable; (See line 12)*
(Give present full title in quotes; assigned title, if any. In brackets. If record has had other titles, list them with dates or quantities or both)
- Dates *1885 - 1934 (See forms 11-A to 11-G)*
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity *1 Bundle*
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling *As titled*
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Contains 1 volume, Expense Register - Ice Boat Annapolis, 1930-1934; 1 vol., Removal of Ashes from Tow Boats, June 1891 - Sept. 1892; 1 loose leaf binder Schedule of Accounts Receivable, Feb. 1920 - Dec. 1923; 1 vol., Dredging Record, 1913-1915; 1 vol., Dredging Harbor and Sundries, Dec. 1892 - Dec. 1908; 1 vol., Dredging Harbor - Tug Baltimore, Jan. 1909 - Dec. 1910; 1 vol., Exhibit of Wharf Property owned by Mayor and City Council of*

6. Contents—continued Baltimore, Prepared by W. H. Swantley,
1885.

All above records are described on
forms numbered 11-A to 11-G.

7. Arrangement None
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing See forms 11-A to 11-G.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Bundle 11" X 12" X 15" 5 Volumes
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1 Loose leaf Binder.

11. Location by dates and quantities 1885-1934, 1 bundle on wooden
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
shelf on east wall in store room (also
WMH Radio Station), 2nd floor.

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

Cont'd from line 1

Dredging Record; Dredging Harbor and
Sundries; Dredging Harbor - Tug Baltimore;
Exhibit of Wharf Property owned by Mayor and
City Council of Baltimore.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Kosaka - Lindall
(Worker's full name)

5-3-38
(Date)

#11-A
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*

Name of agency or office *Bureau of Parks, City of Baltimore*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Recreation Pier, Thames Street,*
(Name of building, room number, street address)

1. Title *"Expense Register - Ice Boat
Annapolis"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates *1930-1934*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Volume*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *As titled with year numbers.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives requisition number, date, purchase order number, date of order, name of vendor, vouchers number, amount of vouchers, account chargeable to (accounts such as, fuel, provisions, insurance, repairs, supplies and salaries), totals at bottom of page.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arranged chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size Volume 12"X15"X 1/4" Approx. 50 pages.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1930-1934, 1 vol. in bundle
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
#13, on wooden shelf east wall in store room
(also W. M. H. Radio Station), 2nd floor.

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovaka-Sindell
(Worker's full name)

5-3-38
(Date)

*11-B
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbors - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pier, Thames Street
(Name of building, room number, street address)

1. Title "Removal of Ashes from Tow Boats"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates June 1891 - Sept. 1902
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As titled
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records _____
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Contain daily record of ashes removed from each boat, gives name of tow boat, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by date, number of bushels of ashes per day for one month, total; also certification and signature of tug supervisor.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arranged chron. by date.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing Handwritten on printed pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size Canvas covered Vol. 14 1/2" x 10" x 2 1/2" 599 pages.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities June 1891-Sept. 1902, 1 vol. in bundle #13, on wooden shelf, east wall in store room (also WMH Radio Station), 2nd floor.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Kovack-Sindell

(Worker's full name)

5-3-38

(Date)

11-C

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbors - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier, Thames Street,*
(Name of building, room number, street address)

1. Title *"Schedule of Accounts Receivable"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates *Feb. 1920 - Dec. 1923.*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Loose leaf binder,*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *As titled*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives schedule number, department date, date of bill, name of debtor, address, description of account, amount, date paid,*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arr. chron. by date paid.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing Typed and handwritten on printed
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

pages.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Canvas cover loose leaf binder 11x13 1/2 x 1" 100 pages.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Feb. 1920 - Dec. 1923 1 loose leaf
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

binder in bundle #13 on wooden shelf, east
wall in store room (also WMH Radio station), 2nd floor.

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Kovack & Lindall

(Worker's full name)

5-3-38

(Date)

11-D

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Harbors, City of Baltimore
(Office of custody) (Office which made the record, if different)

Address of office of custody Recreation Pier, Thomas Street,
(Name of building, room number, street address)

1. Title "Dredging Record"
(Give present full title in quotes; a signed title, if any, in brackets. If record has had other titles, list them with dates or quantities

.or both)
2. Dates 1913-1915
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume,
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As titled, with year numbers,
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents A daily record, gives name of contractor, month, name of dredge, location, name of supervisor of dredging, name of supervisor of dumping, scow numbers and capacities, date, total cu. yds. dredged each scow, total cu. yds. dumped each scow, total cu. yds. dumped for month, location of dump, and voucher number.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement Arr. Chron. by date.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing Handwritten on printed pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Clth bound vol 14"X10"X1" 300 pages,
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1913-1915, 1 vol. in bundle #13,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on wooden shelf, east wall in store room
(also WMH Radio Station), 2nd floor,

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints (Author) (Publisher)

(Place of publication)

(Date of publication)

Kovacke + Lindell
(Worker's full name)

5-3-38
(Date)

11-E
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbors - City of Baltimore.
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pier, Thames Street.
(Name of building, room number, street address)

1. Title "Dredging Harbor and Sundries"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates Dec. 1892 - Dec. 1908.
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As titled.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records _____
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives month and year, amount of appropriation, crew pay vouchers numbers and amounts; fuel vouchers numbers and amounts; insurance vouchers numbers and amounts; repairs vouchers numbers and amounts; steam boat supplies vouchers numbers and amounts, grand total and unexpended balance.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arr. chron. by month.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing Handwritten on ruled pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Canvas covered vol. 16" X 11" X 2" 446 pages.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Dec. 1892 - Dec. 1908, 1 vol. in bundle
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

#13, on wooden shelf, east wall in store room
(also WMH Radio Station), 2nd floor.

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Kovaka-Sindell
(Worker's full name)

5-3-38
(Date)

** 11-F*
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbors, City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier, Thames Street*
(Name of building, room number, street address)

1. Title "*Dredging Harbor - Tug Baltimore*"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)
2. Dates *Jan. 1909 - Dec. 1910.*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 volume.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *As titled*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives date, voucher number, amount expended, account chargeable, totals and grand total at end of year.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

(contains record of salaries, repairs to wharves, removal of ashes, ice boats, repairs to bridges, etc.)

6. Contents—continued _____

7. Arrangement Arr. chron. by date.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Indexed alph. by subject in front of vol. giving page numbers.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size Clth covered vol. 12"x15"x2" 225 pages.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Jan. 1909-Dec. 1910, 1 vol. in bundle #13, on wooden shelf, east wall in store room (also WMH Radio Station), 2nd floor.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Kovaka Sindell
(Worker's full name)

5-3-38
(Date)

11-6
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbors, City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier, Thames Street*
(Name of building, room number, street address)

1. Title *Exhibit of Wharf Property owned by Mayor and City Council of Baltimore, Prepared by W. P. Twambley 1885,*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *1885,*
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *1 Vol,*
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *As titled*
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records _____
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Contains colored plats of city owned properties on harbor water front, record of how acquired, from whom purchased, amounts of purchase, land record reference; also dates and citations of acts concerning above purchases.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arr. chron. by date of act of assembly
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing Handwritten on ruled pages
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Plots are shaded with watercolors
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Volume 17x14x1" Approx 100 pages,
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1885, 1 vol. in bundle #13
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

on wooden shelf, east wall in store room
(also WMH Radio Station), 2nd floor.

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication)

(Date of publication)

Kovaka, Lindell

(Worker's full name)

5-3-38

(Date)

12

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbors - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pier, Thames Street,
(Name of building, room number, street address)

1. Title "Voucher Register and Journal"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates Oct. 1914 - Mar. 15, 1920.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols. in 1 bundle
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As titled (see line 12)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None missing
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Contains two debit and credit ledgers,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
monthly accounts, Credits give date, voucher number, name of payee, item, amount from city comptroller; debits give ledger account number, to whom paid, folio number, amount, and balance at end of month; journal was not used.

6. Contents—continued _____

7. Arrangement aw. chron. by date.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing Handwritten on printed pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size Bundle 3"x10"x16" 2 volumes.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
(Volumes 16"x9"x1 1/4" average 146 pages)

11. Location by dates and quantities Oct. 1914 - Mar. 1920, 1 bundle
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on wooden shelf, east wall in store room
(also WMH Radio Station), 2nd floor.

12. Other information Records in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
For prior records see Serial # 30-B
Whether record is known to have been kept earlier than dates shown in item 2)

Cont'd from line 4.
Volumes are labeled as titled on line 1
1st vol. Oct. 1, 1914 - June 15, 1918; July 1, 1918 - Mar. 15,
1920.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovaka + Lindell
(Worker's full name)

5-4-38
(Date)

13
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Pennation Park - Frame St.*
(Name of building, room number, street address)

1. Title *"SOUNDINGS - TIDES - ANGLES - PILE RECORD - EXTRA*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
MATERIAL RECEIVED AT PRATT ST. BRIDGE"
or both)

2. Dates *1895-1937*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Bundle*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled with number*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *48 Volumes as described on attached serials*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
(13 A to 13 F incl)

6. Contents—continued _____

7. Arrangement see attached serials
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing _____
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing see attached serials
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Bundle - 15" x 17" x 11"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On 3rd shelf, east wall
(Room, vault, wall, N. E. S. W., section, bin, shelf, cabinet, on floor)
2nd floor storeroom

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Korakal + Lindell
(Worker's full name)

5-3-38
(Date)

13A
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*

Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Recreation Pier - Harbor St*
(Name of building, room number, street address)

1. Title *"SOUNDINGS"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1907-1924*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *13 VOLUMES*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled & as shown in item #13*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *shows year, month, day, number of sounding tubes, time of soundings, soundings in feet & fathoms, feet reduction, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by*
for tide & sounding at bottom
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chron. by date.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *not indexed*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handw. on printed paper.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *of volumes 13 1/2" x 4" x 1/4"* *75 pgs.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Wrapped in Band #6, 15" x 17" x 11" on 2nd shelf, east wall, 2nd floor storeroom*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Leather Band Volumes in good condition*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13 Volumes

- 1- Upper Harbor & Foot of Hughes St - 1911. 1- Spring Gardens Dec 16 to 18, 1918
- 1- Slips on S. Side of Harbor Nov-Dec 1918. 1- Patuxent Flats, Mar 1915 to Jan 1916
- 1- Jones Falls, Oct 16-1913 to Oct 11, 1916. 1- Upper Harbor & slips on N. Side of Basin Nov 6 to 19, 1918
- 1- South Side Slips, Mar to Apr 1924. 1- Slips S. Side of Basin, 7 Nov 1918
- 1- Spring Gardens Nov 1916. 1- Red Buoys across channel - Apr 8-10, 1919
- 1- Lower Harbor - Sept 1907. 1- Lines across Harbor, Mar to May 1924
- 1- Middle Branch - Jan 1908. 1- North Side Slips, Mar - Apr 1924

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Koraka & Lindell
(Worker's full name)

5-2-38
(Date)

#13-B
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbors - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pavilion - Harbor St.
(Name of building, room number, street address)

1. Title "TIDES"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1895-1905
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 6 Volumes
(Number of volumes; file drawers; file boxes; hundles; other)
4. Labeling as titled, & as shown in items #13
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Observations of tides show location of gauge, date of observations, time of observation, reading of gauge (ft & inches) their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by wind (direction & force) & remarks such as clear, cloudy, rain etc.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed paper
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 12" x 4" x 1/4" 75 pages
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Beadle #6, 15" x 17" x 1/4" on 2nd shelf, east wall, 2nd floor storeroom
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Leather bound volume in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

Cont from # 64
6 Volumes
{ 1 - Wolfe St. May-June, 1905. 1 - Ft. McHenry & Spr. Gardens 1899-1901
1 - Ft. McHenry 1905. 1 - Smith's Dock 1905.
1 - Shawsbridge, Harbor & Spring Gardens May 1894 - July 1895
1 - Middle Branch & Spring Gardens Sept. Oct 1905

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovaka & Lindell

(Worker's full name)

5-4-38

(Date)

#13-C

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Division of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Reservation Bldg - Thames St*
(Name of building, room number, street address)

1. Title *"ANGLES"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1901-1924*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *8 VOLUMES*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled & as shown in items 4/3*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *show time, degree & minutes of angle, direction, objects observed, station occupied, back sight & remarks, sun & weather conditions.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled sheets with printed head
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Volume 8" x 4" x 1/2" approx 100 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #6 - 15" x 17" x 11"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 2nd floor stairway

12. Other information Leather bound volumes in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

Cont from Line 101
8 Volumes

| | | | | | |
|---|--|----------------------|---|-----------------------------------|-----------|
| { | 1 - { Colgate Creek Jonga Creek North Point Creek Old Round Bay | July-Aug-1914. | 1 | { Fort Howard St Fort Stary St | Apr 1914 |
| | 1 - Middle Branch Channel | Nov-Dec 1916. | 1 | Nov 10 1916 | - no name |
| | 1 - Jones Falls | Aug 1915 - Jan 1916. | 1 | Irish Harbor | 1901. |
| | 2 - Sacton Harbor | Sept 1924 | | | |
| | | | | | |

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovakow & Lindall
(Worker's full name)

5-4-38
(Date)

413-D
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Resorters Pier - Thorne St*
(Name of building, room number, street address)

1. Title *"PILE RECORD"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1912-1937*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *20 VOLUMES*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as listed with years, as in item #13*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *shows: Pile number, side, weight of saw in pounds, signature of inspector, date, bent number, pile number, length of piles, diameter of bents, penetration at land flow, length of bent, & remainder relating to tide & weather.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled sheets with printed head
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 9" x 5" x 5/4" avg. 150 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #6, 15" x 17" x 11"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 2nd floor storeroom

12. Other information Leather bound volumes in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)
cont for
Stack
20 volumes
1-1912-1913, 1-1914, 1-1915, 1-1916, 1-1917, 1-1918, 1919,
1-1920, 1921, 1922, 1923, 1924, 1-1925, 1-1926, 1-1927, 1-1928,
1-1929, 1-1930, 1-1931, 1-1932-1-1933, 1-1934, 1-1935
1-1936, 1-1937

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovack & Lindell

(Worker's full name)

5-4-38

(Date)

#13-E

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Historic - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Bldg - Thacker St
(Name of building, room number, street address)

1. Title "EXTRA MATERIAL RECEIVED AT PRATT ST. BRIDGE"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates Sept 1913 - Jan. 1914
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with date
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Record shows material received such as Lamps,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
lamp posts, piling, Belgian blocks, paving stones, etc.
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
giving date of receipt, article, amount in pounds or
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
units, value of each & total value.

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Volume 10" x 8" x 1" approx 200 pgs
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #6, 15" x 17" x 11" on 3rd shelf, east wall, 2nd floor storeroom.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Cloth & leather bound volume in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovack & Lindall

(Worker's full name)

5-4-38

(Date)

#14

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbors, City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier, Thames street.*
(Name of building, room number, street address)

1. Title *(Correspondence)*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1876--*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *9 Vols; 1 Bundle (10 vols.); 7 Wooden Shelves; 9 Wooden file drawers,*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *See Addenda Sheets*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *Not known*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Correspondence to and from this office*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

regarding contracts to construct, repairs, renting their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by city owned properties, permits, dredging, docking of vessels; labor statistics; payrolls; statements for materials and supplies; inspectors reports; fire department reports; police department reports; data on ice conditions; statistics on ferry operations; data on floating

6. Contents—continued *equipment; data on leasing of
piles; State Industrial accident Commission
reports, recommendations for employment;
applications for permits, etc.*

7. Arrangement *1876-1926 av chron*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *1876-1926, 19 vols, indexed alph by name (line 12)*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *Handwritten on plain paper, Typed on
plain paper; typed on printed head; Typed on printed forms.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *Vols, 12 x 9 3/4 x 2" 1000 pages.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Bundle 11 x 11 1/2 x 17" 10 vols,
envelopes 10 x 12 1/2 x 1" approx 400 envelopes,
wooden file drawers 11 x 11 1/2 x 21" approx 5000 letters.

11. Location by dates and quantities *See addenda sheets*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

*Cont'd from line 8,
of department, name of business concern or
subject in front of vol, giving page numbers.
1913-1926, approx 400 envelopes av. alph by name
of concern, name of dept. or subject and incl years.*

13. ~~(For use in Florida.)~~ *Early imprints 1927 to date, av alph by*
(Author) (Publisher)
name (as above) between guide cards.
(Place of publication) (Date of publication)

9 Vols. (not labeled)

May 1876 - 1878

" 1876 - 1880

Dec. 1884 - 1889

Sept 1900 - 1902

Apr 1902 - Mar. 1906

Mar. 1906 - Jan 1908

Mar. 1920 - Mar. 1921

Feb. 1923 - Feb. 1924

Feb. 1924 - Mar. 1926

on table, near north
wall, general office on
1st floor.

1 Bundle Labeled Correspondence with
incl. dates of each vol. (10 vols.)

Jan 7, 1881 - Dec. 1884

Jan 1896 - Dec. 1898

June 1899 - Jan. 1900

Jan 1907 - Feb 1908

Jan. 1908 - June 1908

June 1908 - Nov. 1908

Nov. 1908 - May 1909

May 5 1909 - Nov. 1909

Nov. 1909 - Dec. 1909

Mar 1921 - Dec 1922

on wooden shelf
on east wall, 2nd
floor (store room
and WMH Radio station)

1913 - 1926 7 Wooden shelves.

Individual envelopes labeled by name of concern, name of department, or subject, with inclusive years. Stored on 7 wooden shelves, north wall on 2nd floor, (store room and WMH Radio Station)

1927 - to date 9 wooden file drawers labeled with year numbers only.

| | | |
|----------|----------------|-----|
| 1 drawer | 1927-1928-1929 | A-E |
| 1 " | 1927-1928-1929 | F-P |
| 1 " | 1927-1928-1929 | Q-Z |
| 1 " | 1930-1932 | A-D |
| 1 " | 1930-1932 | E-Z |
| 1 " | 1933-1935 | A-E |
| 1 " | 1933-1935 | F-Z |
| 1 " | 1936 to date | A-E |
| 1 " | 1936 to date | F-Z |

On east wall
in general office
1st floor.

Kovacko & Sundall

(Worker's full name)

5-4-38

(Date)

415

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

CORRECT

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)

Address of office of custody Penetration Pw - Thamus St
(Name of building, room number, street address)

1. Title "ORDERS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1879-1920
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 8 VOLUMES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with dates & order numbers as in item #13
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Stubs headed Harbor Board show order numbers, amount of order, date, name of payee, description of material, account chargeable to, & voucher number
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Note: This is this office's record of materials, equipment & supplies that are needed.

6. Contents—continued _____

7. Arrangement Numerically by order number.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 15" x 5" x 1 1/4" 250 pgs
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #7 - 12" x 6" x 14"
(Room, vault, wall—N. E. S. W.. section, bin, shelf, cabinet, on floor)
on 1st shelf, east wall, 2nd floor storeroom

12. Other information Paper found volumed in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Cont'd from
#13 Whether record is known to have been kept earlier than dates shown in item 2)

- 8 Volumes
- 1- # 420 to 1154 - Dec. 1879 to Nov 1884
 - 1- # 1155 to 1895 - Dec 1884 to June 1890
 - 1- # 1896 to 2849 - June 1890 to Apr. 1898
 - 1- # 2850 to 3884 - Apr. 1898 to Apr 1905
 - 1- # 3885 to 4886 - Apr 1905 to Oct 1910
 - 1- # 5048 to 6128 - Nov. 1910 to Feb. 1915
 - 1- # 6129 to 7169 - Feb. 1915 to July 1917
 - 1- # 7170 to 7972 - July 1917 to Feb. 1920

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovaka & Sindell

(Worker's full name)

5-4-38

(Date)

16

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pavilion - Thanne St
(Name of building, room number, street address)

1. Title "PLAN OF HARBOR DEVELOPMENT, HARBOR BOARD - HARBOR ENGINEER'S PLAN, McCOMAS ST BULKHEAD - SURVEY REPORTS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1921-1922
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Bundle
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with number
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents 4 Volumes as described on attached sheets
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
(16A to 16C incl)

6. Contents—continued _____

7. Arrangement see attached forms
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing _____
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing see attached forms
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Bundle 10 x 9 1/2 x 14
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Bundle #9. 1st shelf, east wall, 2nd floor storeroom
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information see attached sheets
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Kovack & Lindell

(Worker's full name)

5-4-38

(Date)

16-17

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pier - Thanne St.
(Name of building, room number, street address)

1. Title "PLAN OF HARBOR DEVELOPMENT- HARBOR BOARD"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1921-1922
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 VOLUME
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Letter dated Oct 21 1921 to Port Development Commission from Harbor
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.

Engineer regarding contents, showed photo & map of Recreation Pier,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

map of City Pier, plat of Pier to Pier St, photo of ship between Pier 5 & 6
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Pier St, map & sketch of Hughes St Pier, giving detail such as,

general plans, facilities, vacant piers available, railroad situation,

Harbor property suitable for immediate development, type of sandbar

water construction recommended, summary & ordinance creating the

Port Developing Commission.

6. Contents—continued _____

7. Arrangement Alph by subject
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing self contained in front, listing Prints, Photos & Sketches of scanned
plates & page reference numbers.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Minigraphed - Prints - Photos, Sketches
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 11 1/4" x 8 3/4" x 3/4" 200 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities wrapped in Bundle #9 - 10" x 9 1/2" x 14" DW
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
1st shelf, east wall, 2nd floor stairs

12. Other information Leather bound volume in excellent condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Kovack & Lindell
(Worker's full name)

5-4-38
(Date)

16-13
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Bldg - Thames St*
(Name of building, room number, street address)

1. Title *"HARBOR BOARD - HARBOR ENGINEERS PLAN - McCOMBS ST. BULKHEAD"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *Mar. 1922*
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *1 Vol*
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *as titled*
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Letter dated Apr 28, 1922 to Public Improvement Commission from Harbor Engineer relative to plans & estimates for the construction of a bulkhead showing manuscript & photostatic copies of statements & recommendations regarding proposed channel & bulkhead, blue print of proposed bulkhead, & sketch of foundation fill, dredging cut & estimate for same.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement in no particular order
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Memorized - Photos - Photostats & sketches & blue prints
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 11 1/4" x 8 1/2" x 1/4" 20 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in bundle #9. 10" x 9 1/2" x 1/4" on
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
1st shelf, east wall, 2nd floor storeroom.

12. Other information Leather bound volume in excellent condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovack & Sindall

(Worker's full name)

5-4-38

(Date)

#16-C

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbors - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pier - Harbor St.
(Name of building, room number, street address)

- Title "SURVEY REPORTS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates 1922
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 2 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling as above with numbers 1 & 2.
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records not known.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Reports on Municipal & Railroad Piers, Shipyards & Warehouses, also report of water front industries showing location & name of pier or industry, facilities, water dept & general construction. Also contains photos & prints of the above
(Purpose and general nature of record. Principal items of information shown. Summary of terms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alph by name of Piece or Industry.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Self contained in rear of volume showing name of piece or industry & page reference.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Manigraphed, photo, prints & sketches.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of 2 volumes 11" x 8" x 1/2 50 pgs
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #9 - 10" x 9 1/2" x 14 One
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
1st shelf, east wall - 2nd floor storeroom

12. Other information Leather bound volumes in excellent condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Koraka - Lindall

(Worker's full name)

5-4-38

(Date)

*17

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

CORRECT

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
 Name of agency or office Bureau of Harbors, City of Baltimore
(Office of custody) (Office which made the record, if different)
 Address of office of custody Recreation Pier, James Street,
(Name of building, room number, street address)

1. Title "Locust Point Ticket Receipt Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1920-1929
(Earliest and latest dates; missing dates. Show exact date of break)

3. Quantity 1 Bundle (19 vols)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As titled
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records _____
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives date, locations of receipts, number of tickets, inclusive serial numbers of tickets, fare rates, total amount, grand total for each day, signature of clerk receiving cash for each day's receipts
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Arr. Chron. by date.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *Not indexed*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing *Handwritten on printed pages.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *Bundle 7" X 8" X 10" 19 vols.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

(Vols. in bundle 7" X 4" X 2" 150 pages)

11. Location by dates and quantities *1920-1929, 1 Bundle on wooden shelf, east wall in store room on 2nd floor.*
(Room, vault, wall—N, E, S, W., section, bin, shelf, cabinet, on floor)
(Bundle #12)

12. Other information *Records in fair condition.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints (Author) (Publisher)

(Place of publication)

(Date of publication)

Kovats-Sindall

(Worker's full name)

5-4-38

(Date)

17-A

(Form identification number)

CORRECT

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbors, City of Baltimore
(Office of custody) (Office which made the record, if different.)
Address of office of custody Recreation Pier, Thames Street
(Name of building, room number, street address)

1. Title (Ticket Agents Report)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1930--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 9 Bundles
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling not labeled
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Broadway and Locust Point ferry ticket agents' report gives date, character of travel, ticket start number, finish number, number of tickets sold, price of ticket, amount, grand total; bank perforation, giving name of depository and date of receipt; signature of ticket agent - Broadway, Locust Point,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arr. Chron. by date,
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing Handwritten on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size Bundles 5" X 8" X 1 1/2" Approx 3000 reports.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1930 to date, 9 bundles in
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
wooden file drawer on east wall, in general office on 1st floor.

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
See form 17 "Locust Point Ticket Receipt Books
Whether record is known to have been kept earlier than dates shown in item 2)
1920-1929.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovack & Sindall
(Worker's full name)

5-4-38
(Date)

#18
(Form identification number)

ORRECT

**WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.**

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Quinn's Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pk. - Hamer St.*
(Name of building, room number, street address)

1. Title *(Purchase & Service Order File)*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1925-1937*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *13 wooden shelves (approx 1500 envelopes)*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *none*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
For subsequent records see Serial 26 "Service Orders"

6. Contents *Department file copy of purchase order, memoranda of purchase order, & original invoice of Vendor & Service Order*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Purchase order shows; purchase order number, name of department, requisition number, computer symbol number, cost accounting symbol number, work order number, date, from whom purchased, delivery instructions & date promised; quantity, unit, description of articles purchased, unit price & extension (Total price) approval

(over)

6. Contents—continued *of comptroller & purchasing agent & certification of postery clubs. Service order lists; service order numbers, account charges, account numbers & others, dates, forms when ordered, quantity, description of articles ordered, delivery instructions, date material received & certification of Supt Head.*

7. Arrangement *Alph by name of Vendor subdivided by initialed cards.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *not indexed.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten & Typed on printed forms. (copies attached)*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *of envelope 10"x13" shelves 15"x40"x12"*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *North east corner of 2nd floor storeroom*
(Room. vault. wall—N. E. S. W. Section, bin, shelf, cabinet, on floor)

12. Other information *Shelves in excellent condition - handles fair.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

NOTE. Form M.D.B. 235-1 Memoranda of purchase described & attached on Serial #36 "Bill File", original invoice of hand/copy not available.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

PROPER PERFORMANCE & SERVICE MUST BE CERTIFIED
ON THIS COPY

DEPARTMENT RECEIVING COPY

To be returned to Bureau of Disburse-
ments on fulfillment of this order

5

CITY OF BALTIMORE

DEPARTMENT, CITY HALL

BALTIMORE, MD.

19

Order number
must appear
on all invoices

S.O. N^o 26145

CHARGE TO
APPRO. ACC'T. NO.
OTHER ACC'T. NO.

PLEASE FURNISH SUBJECT TO INSPECTION AND APPROVAL FOR USE OF THIS DEPARTMENT

QUANTITY

DESCRIPTION

Show details in regard to agreement reached covering price, terms, etc.

DELIVER TO

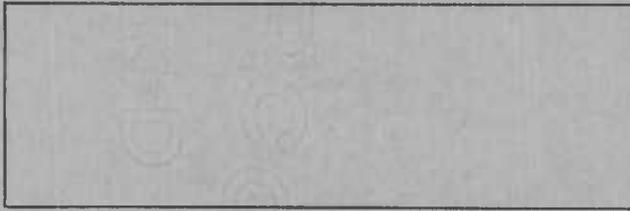
STATE ON INVOICE BEST TERMS FOR PROMPT PAYMENT

DATE MATERIAL WAS RECEIVED

I hereby certify that the above service has
been rendered in a satisfactory manner and that
notice to that effect from party in charge is on
file in this department.

Head of Bureau or Department.

CITY OF BALTIMORE
OFFICE OF PURCHASING AGENT—MUNICIPAL BLDG.



BALTIMORE, MD.

19

PLEASE FURNISH THE FOLLOWING TO THE CITY OF BALTIMORE

DELIVER TO _____

DELIVERY PROMISED _____

ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, ETC.

PURCHASE ORDER NO.

DEPT.

REQ. NO.

COMPTROLLER'S SYMBOL

COST ACCT.

WORK ORDER

| QUANTITY | UNIT | IF UNABLE TO FILL ORDER EXACTLY IN ACCORDANCE WITH DESCRIPTION, UNIT, AND PRICE HEREDN ASK PURCHASING AGENT FOR INSTRUCTIONS. TERMS: 2% 10 DAYS. NET 30 DAYS UNLESS OTHERWISE STATED | PRICE PER UNIT | EXTENSION |
|---|------|---|----------------|-----------|
| NO FREIGHT OR DELIVERY CHARGES ALLOWED UNLESS STATED HEREON | | | PER BID NO. | |

INVOICES IN DUPLICATE UNLESS OTHERWISE SPECIFIED MUST BE FORWARDED TO BUREAU OF DISBURSEMENTS, COMPTROLLER'S OFFICE, CITY HALL, IMMEDIATELY ON DELIVERY OF ARTICLES ORDERED. RENDER SEPARATE INVOICES FOR EACH ORDER.

THIS ORDER MUST BE RETURNED WITH THE INVOICE. IF PARTIAL SHIPMENT IS MADE, RETURN THIS ORDER WITH THE INVOICE COVERING FIRST SHIPMENT.

INVOICES MUST SHOW POINT OF DELIVERY AND ORDER NUMBER WHICH APPEARS IN UPPER RIGHT HAND CORNER HEREOF AND THAT SAME COVER PARTIAL OR COMPLETE SHIPMENTS AS THE CASE MAY BE.

ALL GOODS ARE RECEIVED SUBJECT TO INSPECTION. ALL FREIGHT MUST BE PREPAID.

APPROVED

I HEREBY CERTIFY THAT THIS ORDER HAS BEEN PROPERLY FILLED AND INVOICE AS RENDERED IS CORRECT.

PURCHASING AGENT

APPROVED AS TO SUFFICIENCY OF FUNDS

Kovalak x Lindall

(Worker's full name)

5-5-38

(Date)

#19

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

CORRECT

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Pier 10 - Thames St.*
(Name of building, room number, street address)

- Title *as shown under contents item # 6*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates *1876-1924*
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity *1 BUNDLE (12 VOLUMES)*
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling *as shown in item # 6*
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *"BALTIMORE WEATHER REPORTS - JAN. 1-1913 - FEB. 10-1914*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
BUREAU OF STORES - ORDERS - 1931
DESCRIPTION OF STATIONS - 1876
RECEIPT BOOK - BRDWAY & Loc. Pt. FERRY - MAY-1896 - Nov. 1910
INCIDENTALS - REPAIRS TO WHARVES - 1910-1915
LEDGER - SALARIES + MAINTENANCE - 1921-1922
RECORD - INSPECTION WORK - 1913-1914
TRIAL BALANCE - 1924

*DAILY REPORT OF OPERATING EXPENSES OF
HARBOR BOARD - 1894-1911*

(9 Serials 19A to 19-I incl)

6. Contents—continued _____

7. Arrangement as shown on attached serials
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing as shown on attached serials
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Bundles 11" x 14" x 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On 2nd shelf, east wall, 2nd floor storeroom
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Kovakas & Lindall
(Worker's full name)

5-4-38
(Date)

19-A
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Pleasanton Piers - Hanover St*
(Name of building, room number, street address)

1. Title *"BALTIMORE WEATHER REPORTS"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *Jan 1 - 1913 - Feb 10, 1914*
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *1 VOLUME*
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *as titled with year*
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records *none*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Daily weather reports & days charged or deducted in the contract for the erection of the Pleasanton Piers contain daily newspaper clippings of weather reports pasted on sheets & opposite each clipping is written notation whether or not day was charged against contract*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement shown by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handw. on ruled sheets (Newspaper clippings pasted on ruled sheets)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 14" x 8 1/2" x 1 1/2" 150 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle "8-11" x 14" x 12"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 2nd floor storeroom.

12. Other information Paper found in fair condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovack & Swidall

(Worker's full name)

5-4-38

(Date)

#19-B

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*

Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Resurrection Prec. - Thayer St.*
(Name of building, room number, street address)

1. Title *"BUREAU OF STORES - ORDERS"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1931*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 Volumes*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as above with year & volume number - 1-2151-2200, 1-3351-3400*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Triplicate copy of memoranda order showing; order number, date, name of vendor, delivery instructions, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by detailed description of articles ordered, for what ordered, name of department ordering, requisition number, & signature of municipal store keeper.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-3HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement numer. by order number
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handw. on printed form
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 9"x8"x 1/2" 50 pgs
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in bundle #8- 11"x14"x12"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 2nd floor storeroom.

12. Other information Paper bound volumes in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovack & Lindall

5-4-38

#19-C

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Survey of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pav. - Harbor B.
(Name of building, room number, street address)

1. Title "DESCRIPTION OF STATIONS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1876
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 VOLUME
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with year
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Description of the various sounding stations in the
Baltimore Harbor, showing; name of station, location,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
recipitulation of ranges, distance (long & last range)
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
& general description as to the location of bench mark
at each station

Note: In the front of volume is a triangulation of Baltimore Harbor
& vicinity.

6. Contents—continued _____

7. Arrangement Alph by name of station
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 10"x8"x 1/2" 100 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in bundle #8 - 11"x14"x12"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 2nd floor storeroom

12. Other information Cardboard bound volume in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovack & Lindell

(Worker's full name)

5-4-38

(Date)

#19-D

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Reservation Pier - Thames St*
(Name of building, room number, street address)

1. Title *"RECEIPT BOOK - BROADWAY AND LOCUST POINT FERRY"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *May 1896 - Nov 1910*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 volume*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled with year*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Shows tickets raised for fare for adults, children*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

3+5¢ checks, lumber wagons, horse wagons & bays, also
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained, and dates covered by

amount of receipts, grand total, date & signature of person
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

submitting receipt

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed forms
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volumes 10" x 14" x 3/4" 150 pages
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in bundles #8- 11" x 14" x 12"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 1st floor storeroom

12. Other information Papers covered volumes in fair condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

Note: For subsequent records see Serial # 17-17A.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovak & Lindall
(Worker's full name)

5-4-38
(Date)

19-E
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

Country *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pavilion - Harbor St.*
(Name of building, room number, street address)

1. Title *"INCIDENTALS - REPAIRS TO WHARVES"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1910-1915*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 VOLUMES*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled with year 1-1910-1913 - 1-1914-1915*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Detailed description of money paid for creation & repairs to public wharves & docks showing dates to whom paid, check numbers, amount of checks & total amount*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filed out and attached)

6. Contents—continued _____

7. Arrangement arr. chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not included
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 14" x 9" x 3/4" 188 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in bundle #8 - 11" x 14" x 12"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf east wall, 2nd floor storeroom.

12. Other information Paper covered volume in fair condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Korala & Sindell
(Worker's full name)

5-4-38
(Date)

19-F
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Remontion Pier - Tramm St
(Name of building, room number, street address)

1. Title "LEDGER - SALARIES AND MAINTENANCE"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1921-1922
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 VOLUMES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with date
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Debit & Credit accounts of salaries & maintenance for dredging tug boats, ice boats, launches, repairs to wharves, draw bridge & ferries showing date, check number for what drawn & amount thereof, name of appropriation, amount of appropriation & balance or deficit.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not included
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten or ruled sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 14" x 8 1/2" x 1 1/2" 137. pages
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities wrapped in bundle #8 - 11" x 14" x 12"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 2nd floor of tower

12. Other information Cardboard volume in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovack & Sindell
(Worker's full name)

5-5-38
(Date)

19.6
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Sumner Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Reservations Pier - Thanne St*
(Name of building, room number, street address)

1. Title *"RECORD-INSPECTION WORK"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *1913-1914*
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *1 VOLUME*
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *as titled with year*
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Record of various inspections on work in progress*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, such as, constructing rail road tracks, survey notes, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
on foundations, driving tie piles, laying out center lines for buildings, cross section plotting, sounding, etc.
show date, description of duties performed, number of men employed, type of work done, time started, time stopped & signature of inspector.

6. Contents—continued _____

7. Arrangement Chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Hand on ruled paper
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 14" x 9" x 1" 300 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #8- 11" x 14" x 12"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 2nd floor storeroom

12. Other information Paper bound volume in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovalka & Smiduck
(Worker's full name)

5-5-38
(Date)

19-14
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier - Thimble St.*
(Name of building, room number, street address)

- Title *"TRIAL BALANCE"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates *1924*
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity *1 VOLUME*
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling *as above with year*
(Explain fully: years; numbers; letters; number of records so labeled)
- Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Debits & Credits, ledger folio numbers, title, accounts, & amounts paid out for office salaries, ice boat, launches, repairs to salaries, repairs to drawbridges, ferry salaries, supplies & repairs, bookbind expenses & salaries & inspector salaries*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

On last page is recapitulation of total credits, debits & shows amount of balance & deficit

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled sheet with printed head
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 13 "x10 1/2" x 1/4" 50 pages
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in bundle #8 - 11" x 14" x 12"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf east wall, 2nd floor storeroom

12. Other information Cardboard cover in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovack & Lindell
(Worker's full name)

5-5-38
(Date)

19-1
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recitation Bldg - Harbor Bldg
(Name of building, room number, street address)

1. Title "DAILY REPORT OF OPERATING EXPENSES OF HARBOR BOARD"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1894-1911
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 VOLUME
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling as titled with inclusive year numbers
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Date, to whom payable, account chargeable to, reason for payment, amount, total.
(Purpose and general nature of record; Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
- A daily record of operating expenses. Recitation at end of each month.

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten ruled sheets with printed head
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 11" x 10" x 3/4" 200 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in bundle #8 - 11" x 14" x 12"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 2nd floor storeroom

12. Other information Cardboard covered, in fair condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Konaka-Sindall

(Worker's full name)

5-4-38

(Date)

#20

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbors, City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier, Thomas Street*
(Name of building, room number, street address)

1. Title *Bureau of Harbors - Time Sheets*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1934 --*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Wooden file box*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *Not labeled*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives date, certification by foreman, approval by bureau head; identification number, class, name of employee, number worked, account number, item number, order number; also location and description of work under each order and item number.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Ar. Chron. by date.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed forms.
(Handwritten. Handwritten/printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Wooden file box 14 3/4" X 12" X 18" approx. 4000 sheets,
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1934 to date, 1 wooden file box
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on table near west wall in general office on 1st floor.

12. Other information Records are in excellent condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

BUREAU OF HARBORS TIME SHEET

DATE _____

I hereby certify hours credited as indicated hereon represent actual hours earned in the performance of duty this day; and further that the hours indicated were earned on operations cited.

FOREMAN

OFFICE

APPROVED _____

BUREAU HEAD

ITEM No.

1

2

3

4

5

6

7

8

9

10

11

12

ORDER No.

HOURS
WORKED

ACCOUNT

NUMBER

CLASS

NAME

TOTAL HOURS (TO BE INDICATED BY CENTRAL PAYROLL BUREAU)

INSTRUCTIONS: All foremen authorized to prepare time sheets will do so only at the close of each working day, and will use the time book as provided for the purpose. Time books and time sheets must always be in accord. At the close of each working day the foreman is required to submit his time sheet to his respective superintendent, who will countersign the same promptly and forward to the office of this Bureau. No sheet will be accepted for prompt credit unless submitted to the office by noon of the day following the working day. Time for employees transferred to other foremen during the working day will be credited to the hour of transfer only, as actual hours only are credited on time sheets. Should a foreman neglect to submit an employee's time credit he will execute a separate time sheet for the same marked "Omitted Time Date....." Should a foreman in error credit an employee in excess of actual hours earned, a prompt notice thereof must be forwarded in duplicate to the office of this Bureau to effect proper adjustment. All foremen are warned to comply strictly with these instructions. Do not hesitate to explain doubtful items on the reverse side of this time sheet. Hours in excess of 10 hours are to be noted "Straight Time" after each item. Time and one-half or double time is not permissible.

LOCATION AND
DESCRIPTION OF WORK

1934 - 4 days

on 2nd

on 1st

1st 12x18

Pier and Pinnacle

Kovata + Lindell

(Worker's full name)

5-4-38

(Date)

21

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

CORRECT

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
 Name of agency or office *Bureau of Harbors, City of Baltimore*
(Office of custody) (Office which made the record, if different)
 Address of office of custody *Recreation Pier, Thames Street*
(Name of building, room number, street address)

- Title *(Report of Classified Employees Absent with Pay)*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates *Jan. 1935 - - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity *1 wooden file board*
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling *Not labeled*
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records _____
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives name of department, date of week ending on Saturday, payroll number and name and address of employee, class, dates absent and cause, total days, certification of department head, approval by chief examiner, City Service Commission.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arr. chron. by date.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size Wooden file box 14 1/2" X 9" X 1 1/2" Approx 500 reports.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Jan 1935 to date, 1 wooden file
box hanging on south wall in general
office, on 1st floor.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Loate. Sindall
(Worker's full name)

5-5-38
(Date)

22
(Form identification number)

CORRECT

**WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.**

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbors City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pier, Thames
(Name of building, room number, street address)

- 1. Title (Report of Separations and New Positions, Request for Certification, Request for and Grant of Temp.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both) (line 12)
- 2. Dates Oct. 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)
- 3. Quantity 1 Wooden file board
(Number of volumes; file drawers; file boxes; bundles; other)
- 4. Labeling Not labeled
(Explain fully; years; numbers; letters; number of records so labeled)
- 5. Discontinued and missing records _____
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Report to City Service Commission, of separations and new positions, request for certification, request for and grant of temporary authority (form attached); attached to above form, a certification to appointing officer (no form available), gives name of appointing officer, department; number of persons eligible for appointment, classification, name of applicant, address, standing on re-employment list,

6. Contents—continued *rating on promotion list, rating on appointment list, date, signature of chief examiner, City Service Commission.*

7. Arrangement *Arr. chron. by date.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *Typed on printed forms.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *Wooden file board 14 1/2" x 9 x 2" Approx. 500 sheets*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Oct. 1931 to date, 1 wooden file board hanging on east wall in general office on 1st floor.*
(Room, vault, wall—N. E. S/W., section, bin, shelf, cabinet, or floor)

12. Other information *Records are in good condition.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

Cont'd from line 1

Authority — Certification to Appointing Officer.

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication)

(Date of publication)

(6) ist fl.

TWO COPIES OF THIS FORM IN DUPLICATE SHOULD BE FURNISHED THE COMMISSION

CITY SERVICE COMMISSION OF BALTIMORE

REPORT OF SEPARATIONS AND NEW POSITIONS, REQUEST FOR CERTIFICATION, REQUEST FOR AND GRANT OF TEMPORARY AUTHORITY

For instructions see back of this sheet

CITY SERVICE COMMISSION:

I hereby report

1. That _____ vacancies not previously reported have occurred in the _____
of the _____ Department as follows: (Specify Bureau, Division or other departmental location)

(a) Through the creation of _____ new positions, which I hereby certify correspond with the specifications for the class of _____ as defined by the Commission.

(b) Through the separation from the service of the following named persons:

| Name | Title | Rate | How Separated | Date Service Ceased |
|------|-------|------|---------------|---------------------|
|------|-------|------|---------------|---------------------|

✓

2. It ^(is) ~~(is not)~~ intended to fill these vacancies at the present time _____

3. Please furnish me with a certification of names of persons eligible for appointment to the following vacancies _____

4. Please grant me authority for temporary appointment of the persons named below, for service

(a) Until regular appointment through certification can be made.

(b) For a temporary job of work to last _____ days, in absence of available eligibles.

| Name | Address | Title | Rate | To Date From |
|------|---------|-------|------|--------------|
|------|---------|-------|------|--------------|

Applicants will report to _____

at _____ for interview.

I HEREBY CERTIFY, that the requirements of the municipal service make an immediate appointment to fill the above vacancy necessary.

(Signature of Appointing Officer)

Date _____ 19 _____

(Title)

(Department)

The authority for temporary appointment above requested is hereby granted _____

Date _____ 19 _____

(Chief Examiner, City Service Commission)

Entered in Minutes of _____ 19 _____

INSTRUCTIONS

This form has been prepared to include provisions for several distinct kinds of reports, as indicated in the title, so as to simplify the procedure and reduce the number of different kinds of forms and reports to be prepared by appointing officers. In some cases but one or two provisions will be sufficient to report a change or request desired action. In each case, fill out or check the paragraphs that apply, according to the instructions that follow:

This form is to be used to report:

1. All vacancies occurring in the department.
 - (a) Through the creation of new positions. Whether under the Ordinance of Estimates or by departmental action authorizing employment on per diem rolls or otherwise from expense accounts, and whether for temporary or permanent service. In addition, when the duties of a position are changed substantially, such change is considered as abolishing the old position and establishing a new position of a different class.
When the proper class of a new position is in doubt, the duties of such position should be reported on Form CS 5, with a request for the classification of the position.
 - (b) Through separations from the service of city employees, temporary as well as permanent, and whether paid on the monthly or the per diem roll, or by voucher drawn on expense accounts. Enter in the column, "How Separated," the manner of separation, using the abbreviations shown below:
 - (1) *Rem.*—Removed for Cause. The Charter requires that "In all cases of discharge or reduction or suspension for more than 30 days, the appointing officer shall furnish the subordinate so discharged and also the Commission, a copy of the order of removal, and also his reason for the same." A copy of the notice sent to the employee should be attached hereto to constitute the notice to the Commission required by the Charter. It should also contain a statement notifying the employee of his right of appeal to the Commission.
 - (2) *Res.*—Resigned. Include cases of employees that resign or quit without due notice or formal resignation, where action for removal is not taken as a result.
 - (3) *Died.*
 - (4) *Rem. Prob.*—Removed during Probation.
 - (5) *Sus.*.....*da.*—Suspended for.....days for Cause. A notice similar to that described above for removal cases should be sent the employee and a copy furnished the Commission.
 - (6) *L. O.*—Laid Off.—Employees should be laid off in the inverse order of seniority for the class in the department.
 - (7) *L. A.*.....*da.*—Granted leave of absence for.....days.
 - (8) *Abol. Pos.*—Abolishment of Position. When the duties of a position are substantially changed, such change is regarded as abolishing the old position and creating a new position of a different class. In these and other cases of discontinuance of positions the employees in them will be regarded as laid off and will be certified by the Commission to other vacancies occurring in the class from which separated.
 - (9) *Red. to*.....Reduced to..... Specify the title of the class to which reduced. A notice similar to that required for removal cases, as described in (1), should be sent the employee and a copy furnished the Commission.
2. Whether the vacancies reported in (1) are to be filled or not. Cross out *is* or *is not* as required, and in the former case, specify in the blank provided the manner of filling desired, as "Through certification, by the Commission"; "Through the transfer of.....from.....Dept."; "Through the appointment of.....," etc., either of the last two also to be reported separately on Form CS 25.
3. If a certification of eligibles is desired, check paragraph 3 of the report in the margin. If a certification has previously been requested for the same vacancies, do not thus repeat the request. The vacancies to be filled may be shown by their titles and the dates on which they were previously reported, or by referring to "those specified in 1 (a)" or "those specified in 1 (b)."
4. If temporary appointments are desired, either while waiting for appointment through certification or otherwise, check paragraph 4 of the report in the margin, and the section, (a) or (b), that applies. A position that is to last longer than 60 days is regarded as permanent, and regular appointment to it should be made.

Kovata - Sindall
(Worker's full name)

5-5-38
(Date)

23
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Harbors, City of Baltimore
(Office of custody) (Office which made the record, if different)

Address of office of custody Recreation Pier, Thames St.
(Name of building, room number, street address)

1. Title (Record of Requisitions)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1923 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling not labeled
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives requisition number, date, account chargeable to, description of material, by whom requested, purchase order number, date of purchase order, vendor's name, date material received,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arranged chron. by date.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing Handwritten on ruled pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Unbound Vol. 10" x 15 1/2" x 1/2" Approx. 75 pages.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1923 to date, 1 unbound volume
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

on top of filing case on south wall in general office, on 1st floor.

12. Other information Record is in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Kovaka, Lindaell

5-5-38

24

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Harbors, City of Baltimore
(Office of custody) (Office which made the record, if different)

Address of office of custody Recreation Pier, Thames St.
(Name of building, room number, street address)

1. Title (Cut off Tickets)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)
2. Dates Jan. 1932 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Wooden file board,
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records _____
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of department, division, payroll number, name of employee, rate, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by employees' address, class title, how separated, date separated, date issued, signature of department head, signature of chief examiner, City Service Commission and date.

6. Contents—continued _____

7. Arrangement Arranged chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None,
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing Typed on printed forms,
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size Wooden file board 7" X 8" X 4" Approx 600 tickets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Jan. 1923 to date, 1 wooden file board hanging on east wall in general office on 1st. floor.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____

(Author)

(Publisher)

(Place of publication)

(Date of publication)

CITY SERVICE COMMISSION OF BALTIMORE

9 inst. fl.

CUT OFF TICKET

DEPARTMENT _____ DIVISION _____

| NUMBER | NAME | RATE HOUR DAY WEEK MONTH |
|---------|-------------|--------------------------------------|
| ADDRESS | CLASS TITLE | HOW SEPARATED |

DATE SEPARATED _____ DATE ISSUED _____

NOTED _____
Department Head_____
Chief Examiner, City Service Commission

DATE _____ 19 _____

NOTE.—Three copies of this form must be sent to the City Service Commission for each person separated from the service.

Kovats - Lindall
(Worker's full name)

5-5-38
(Date)

25
(Form identification number)

CORRECT

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbors, City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier, Thames St.*
(Name of building, room number, street address)

1. Title *(Stationery Requisitions)*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *Jan. 1937 --*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Wooden file board.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *None.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives name of bureau, date, division, requisition number, account number, quantity, description of articles, unit cost and total; by whom ordered; to whom to be delivered.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arr. chron. by date.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing Typed on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Wooden file board 14"4x9 x 3/4 Approx. 50 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Jan. 1937 to date, 1 wooden file board
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

hanging on east wall in general office on 1st. floor.

12. Other information Records are in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Korata-Sindell

(Worker's full name)

5-5-38

(Date)

26

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*

Name of agency or office *Bureau of Harbors, City of Baltimore*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Recreation Pier, Thomas St.*
(Name of building, room number, street address)

1. Title *(Service Orders)*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *Jan. 1938 - - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 wooden file board.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *None.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *None missing.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives name of department, City Hall, name of vendor, date, service order number, appropriation account number charged to, other account number; quantity, description of articles also details in regard to price, terms, etc.; to whom to be delivered.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by only should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arr. numerically by service order numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing Typed on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Wooden file board 14 1/2 x 9 x 1 1/2" approx. 150 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Jan. 1938 to date, 1 wooden file board hanging on west wall in general office on 1st. floor.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Record in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
See form #18, Purchase & Service Orders File
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

CITY OF BALTIMORE

DEPARTMENT, CITY HALL

Name of Vendor

BALTIMORE, MD.

19__

Order number
must appear
on all invoices

S.O. NO 26145

CHARGE TO
APPRO. ACC'T. NO.
OTHER ACC'T. NO.

PLEASE FURNISH SUBJECT TO INSPECTION AND APPROVAL FOR USE OF THIS DEPARTMENT

QUANTITY

DESCRIPTION

Show details in regard to agreement reached covering price, terms, etc.

*Itemized description, Price
discount
Total*

13

DELIVER TO _____

STATE ON INVOICE BEST TERMS FOR PROMPT PAYMENT

Kovaks, Sindall

(Worker's full name)

5-5-38

(Date)

27

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbors, City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier, Thames St.*
(Name of building, room number, street address)

1. Title *(Requisitions)*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *Jan 1936 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Wood file board; 2 Bundles.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *None*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives name of department, date, division, requisition number, Comptrollers their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by symbol, classification number, confirming (yes or no); quantity, description of articles, unit price, name of vendor, order number, cost account, by whom ordered, to whom to be delivered, approval by bureau head.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arranged numerically by requisition numbers,
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None,
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed forms,
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Wooden file board 14 1/4" x 9" x 1" Approx. 200 sheets
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Bundles 11 x 8 1/2" x 1 1/2" Approx. 600 sheets

11. Location by dates and quantities 1936-1937, 2 bundles on top of
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

filing case on west wall; Jan. 1938 to date, 1
wooden file board hanging on west wall in genl. office,
on 1st floor

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in Item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

CITY OF BALTIMORE REQUISITION

(3) 1st fl.

DEPARTMENT DATE

DIVISION Bleach REQ. NO.

COMPTROLLER'S SYMBOL

CLASSIFICATION NUMBER CONFIRMING

| QUANTITY | DESCRIPTION | UNIT PRICE | VENDOR | YES OR NO | |
|-------------------------------------|-------------------------------------|------------|-------------------------------------|--------------|--------------|
| | | | | ORDER NUMBER | COST ACCOUNT |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

ORDERED BY DELIVER TO

APPROVED

_____ BUREAU HEAD

_____ DEPARTMENT HEAD

APPROVED

_____ DATE

_____ BUREAU CONTROL & ACCOUNTS

Kovata - Lindall

(Worker's full name)

5-5-38

(Date)

#28

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

CORRECT

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*

Name of agency or office *Bureau of Harbors, City of Baltimore*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Recreation Pier, Faneuil St.*
(Name of building, room number, street address)

1. Title *Bureau of Contracts and Accounts - Daily Receiving Report of Material for Stock.*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates *1936 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Wooden file board; 2 Bundles.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *None.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives name of bureau, yard, date, requisition number, delivery ticket number, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by quantity received, description of articles each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached.*
Vendors name, signature of receiving clerk,

6. Contents—continued _____

7. Arrangement Arr. chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed forms
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size Wooden file board 9x14 1/2 x 3/4 approx. 120 sheets
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Bundles 8 1/2 x 11 x 1 1/2 average 300 sheets

11. Location by dates and quantities 1936-1937, 2 bundles on top of filing case on east wall, Jan. 1938 to date, 1 wooden file board hanging on west wall in gen'l office on 1st. floor.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Koaka - Sindall

(Worker's full name)

5-5-38

(Date)

29

(Form identification number)

CORRECT

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Harbors, City of Baltimore
(Office of custody) (Office which made the record, if different)

Address of office of custody Recreation Pier, N. Remus St.
(Name of building, room number, street address)

1. Title (Requests for Temporary Appointment of Laborer - Entry Tickets - Change Tickets - Transfer Tickets.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both.)

2. Dates Oct. 1930 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Binders bound files.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling None.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Request for temporary appointment of labor, gives department code, name of department, division; payroll their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by number, name of employee, rate, address of employee, date effective, date issued, certification by dept. head, approval of chief examiner, city service commission and date. Entry ticket for employees of the classified service other than laborers, give department code, department, division; payroll

6. Contents—continued *number, name of employee, date effective, rate, address of employee, class title, deductions, retirement fund; date of birth, debit account number, date position authorized by board of estimates, signature of dept. head, approval by chief examiner, city service commission (line 2)*

7. Arrangement *Alph. chron. by date.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Typed on printed forms.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size *Binder board files 5x8x4" Approx 3000 tickets*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Oct. 1930, 2 Binder board files on top of filing case on east wall in general office, on 1st floor.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Records are in good condition.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

cont'd from line 6

and date. Change ticket gives name of employee, class title, date effective, date issued, old number, new number, old rate, new rate, dept., former classification, debit account number, code number, date and certification of rate, by dept. head, approval of chief examiner and date.

~~13. (For use in Florida) Early imprints~~ *See addenda sheet,*
(Author) (Publisher)

(Place of publication)

(Date of publication)

Form #29

Cont'd from line 12

Transferred ticket, gives name of employee, class title, old number, new number, old rate, new rate, date effective from dept, and classification; also date effective to dept, and classification, code numbers, date of salary increase, new account number, approvals by chief examiner, city service commission; department head (from) department head (to).

CITY SERVICE COMMISSION OF BALTIMORE

⑦ 1st fl.

TRANSFER TICKET

| | | | | | |
|------------|------------|-------------|------------------------------|----------|------------------------------|
| NAME | | CLASS TITLE | | | |
| OLD NUMBER | NEW NUMBER | OLD RATE | HOUR DAY WEEK MONTH | NEW RATE | HOUR DAY WEEK MONTH |

DATE EFFECTIVE _____ FROM _____ DATE ISSUED _____

_____ DEPARTMENT

_____ CLASSIFICATION CODE _____

_____ DEPARTMENT

_____ CLASSIFICATION CODE _____

SALARY INCREASE DUE TO THIS TRANSFER APPROVED BY THE BOARD OF ESTIMATES _____ (Insert Date) NEW ACCOUNT NO. _____

APPROVED

Chief Examiner City Service Commission

Department Head—From

DATE _____ 19____

Department Head—To

NOTE—Three Copies of this form must be sent to the City Service Commission for each employee transferred.

CITY SERVICE COMMISSION OF BALTIMORE

⑦ 125 fl

CHANGE TICKET

| NAME | | CLASS TITLE | | | DATE EFFECTIVE | | |
|-------------|------------|-------------|----------|------------------------------|----------------|------------------------------|--|
| DATE ISSUED | OLD NUMBER | NEW NUMBER | OLD RATE | HOUR DAY WEEK MONTH | NEW RATE | HOUR DAY WEEK MONTH | |
| | | | | | | | |

DEPARTMENT.....

DEBIT ACCT. NO.....

FORMER CLASSIFICATION.....

CODE NO.....

I certify that change of rate has been authorized by Board of Estimates.....
Insert Date

NOTED
Department Head

.....
Chief Examiner, City Service Commission.

DATE..... 19.....

NOTE.—Three copies of this form must be sent to the City Service Commission for each change of rate.

CITY SERVICE COMMISSION OF BALTIMORE

7

ENTRY TICKET

FOR EMPLOYES OF THE CLASSIFIED SERVICE OTHER THAN LABORERS

CODE:

DEPARTMENT _____ DIVISION _____

| NUMBER | NAME | DATE EFFECTIVE | RATE HOUR DAY WEEK MONTH |
|---------|-------------|----------------|--------------------------------------|
| ADDRESS | CLASS TITLE | | DEDUCTION RETIREMENT FUND |
| | | | NET |

DATE OF BIRTH _____

POSITION AUTHORIZED BY BOARD OF ESTIMATES _____

DEBIT ACCT. NO. _____

Date

APPROVED:

Department Head

Chief Examiner, City Service Commission

DATE _____ 19 _____

NOTE.—Three copies of this form must be sent to the City Service Commission for each person entering the service, and approved by the Chief Examiner before entry can be made on the pay roll.

CITY SERVICE COMMISSION OF BALTIMORE

REQUEST FOR TEMPORARY APPOINTMENT OF **LABORER**

CODE:

DEPARTMENT DIVISION

| NUMBER | NAME | RATE | HOUR DAY |
|---------|----------------|-------------|-------------|
| ADDRESS | DATE EFFECTIVE | DATE ISSUED | |

I hereby certify that the requirements of the municipal service make the immediate appointment of the above named laborer necessary.

APPROVED

hail

.....
Department Head

.....
Chief Examiner City Service Commission

NOTE.—Three copies of this form must be sent to the City Service Commission for each laborer entering the service, and approved by the Chief Examiner before entry can be made on the pay roll.

Korakal & Lindell
(Worker's full name)

5-5-38
(Date)

30
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)

Address of office of custody Remartin Bldg. - Thayer St.
(Name of building, room number, street address)

1. Title "CASH BOOK - VOUCHER, REGISTER AND JOURNAL - PROPERTY RETURNS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1898-1914
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Bundle (4 Volumes)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with inclusive dates.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents 4 Volumes as described on attached serial (#30 A to 30 C incl)
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement none
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing see attached serials
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Bundles: 8 1/2" x 11 1/2" x 16" 4 Volumes
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On 2nd shelf, east wall, 2nd floor storeroom
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovak & Lendall
(Worker's full name)

5-5-38
(Date)

30-A
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Prison - Hamm St.
(Name of building, room number, street address)

- Title "CASH BOOK"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates AUG-1-1898 - JULY 31-1910
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 1 VOLUME
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling as titled with dates
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Daily record of cash, debits & credits, credit shows month, year, date, from whom raised, amount & total, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by Debit shows; month, year, date, bill number, to whom paid, reason for payment, amount, total & balance.

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Hand on ruled sheets
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 14" x 9" x 1" 147 pgs
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #14 - 8 1/2" x 11 1/2" x 16"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf east end, 2nd floor storeroom

12. Other information Clutch covered in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication)

(Date of publication)

Kovakas & Liddell
(Worker's full name)

5-5-38
(Date)

#30-B
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Bldg - Thames St.
(Name of building, room number, street address)

1. Title "VOUCHER - REGISTER + JOURNAL"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates JAN-1910 - SEPT-1914
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 VOLUME
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling as titled with year
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Two Debit & Credit ledgers, monthly account, Credit shows dates, voucher number, name of payee, item, amount from their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by City Comptroller's Debit shows: ledger account numbers to whom paid, folio number, amount & balance at end of month. Journal side not used
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not included
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing None on printed pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Volume 16" x 9" x 1 1/4" app 146 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wrapped in Bundle #14 - 8 1/2" x 11 1/2" x 16"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 2nd floor storeroom

12. Other information Cloth cover in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
For subsequent use see Serial # 12
(Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovalka + Lindall
(Worker's full name)

5-5-38
(Date)

#30-C
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Bldg - Thayer St
(Name of building, room number, street address)

1. Title "PROPERTY RETURNS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1899-1913
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2 VOLUMES
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling as above with years 1-1899 to 1911, 1-1912 to 1913
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of property charged to the Harbor Board of Baltimore City, showing: date received, date inventoried, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by name of article, amounts of various articles + totals to be accounted for
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by name of article, amounts of various articles + totals to be accounted for)

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Hand on printed form
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Volume 14" x 11" x 2 1/4" 500 pp
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities wrapped in Bundle #14 - 8 1/2" x 11 1/4" x 16"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on 2nd shelf, east wall, 2nd floor stairway

12. Other information Clot covered in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

For prior records see Serial 1-E "RECORD OF ARTICLES"
& Serial 9-D. PROPERTY RETURN

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

(Place of publication)

(Date of publication)

Kovakos & Sindall
(Worker's full name)

5-5-38
(Date)

#31
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbor - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Resortation Bldg - Harbor St.
(Name of building, room number, street address)

1. Title "JOURNAL"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1918 to 1924
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 VOLUMES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled, no other marking
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Journal of money expended showing year, account, charges, month, day, voucher number, office number, amount & total. Expenditures for ice, fuel, expenses, survey expenses, dredging, floating matters, city road boats, fire insurance, etc.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed head
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume 14" x 9" x 3/4" 140 fgs
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities wrapped in Bundle #15 - 6" x 9 1/2" x 15"
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on wood shelf, east wall, 2nd floor storeroom

12. Other information Clod covered in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Korakal v. Lindell
(Worker's full name)

5-5-38
(Date)

#32
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Pier - Thayer St*
(Name of building, room number, street address)

1. Title *(VOUCHERS)*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *1875 to 1908*
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *approx 25,000 loose vouchers*
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *none*
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Voucher shows name of appropriation, voucher number, date to whom payable, reason for payment, date of invoice, amount of voucher. At bottom of voucher shows order number, date of order, amount of bill, signature of person to whom paid & certification of Chief Engineer.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

These are folded vouchers which were scattered in the storeroom & placed on shelves in no particular order by W.P.A. workers assigned to this dept. last year.

6. Contents—continued _____

7. Arrangement no particular order
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 2 word sheets 15" x 23" x 12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Word sheets on west wall of 2nd floor
storeroom
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records in fair condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kovakov & Lindall
(Worker's full name)

5-6-38
(Date)

33
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

CORRECT

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Reservation Bldg - Thimble St*
(Name of building, room number, street address)

- 1. Title *"INSPECTORS DAILY REPORTS"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- 2. Dates *1923-1924*
(Earliest and latest dates; missing dates. Show exact date of breaks)
- 3. Quantity *2 Bundles*
(Number of volumes; file drawers; file boxes; bundles; other)
- 4. Labeling *as titled with year.*
(Explain fully; years; numbers; letters; number of records so labeled)
- 5. Discontinued and missing records *not known.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *List; date, name of owner or permittee, location of work or plant, elapsed time, description of work done, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by & signature of inspector.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Note: Inspectors Report of work for which permit was issued by Bureau of Harbor.

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed forms
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Bundle 8" x 5" x 7 approx 1000 sheets each
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
of shelf, 15" x 23" x 12"

11. Location by dates and quantities On 1st shelf, west wall, 2nd floor stairway
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records in fair condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Kochakal & Lindall

(Worker's full name)

5-6-38

(Date)

#34

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*

Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Recreation Pier - Thames St.*
(Name of building, room number, street address)

1. Title *"APPLICATIONS"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1896-1900*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *5 BUNDLES*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled with year, 1-1896, 1-1897, 1-1898, 1-1899, 1-1900*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *not known*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Letters of application for various positions under the Bureau of Harbor showing: date, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by to whom addressed, name of position desired, experience & references, address & signature of applicant*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron. by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten & Typed on plain sheets & sheets with printed head
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Bundle 13" x 10" x 5" appx. 500 sheets to bundle
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On 1st shelf, west wall, 2nd floor storeroom
(Room, vault, wall, N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records in fair condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Korata-Sindall
(Worker's full name)

5-6-38
(Date)

35
(Form identification number)

CORRECT

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbors, City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pier, Thames St.
(Name of building, room number, street address)

1. Title (Employees Roster)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1930 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Bundle
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Card gives payroll number, employe's name, rate, title, date employed, date of birth, address, location of work; if work is temporary, inclusive dates are shown.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement arr. numerically by payroll numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on ruled cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size Bundle 5" X 8" X 2" approx. 350 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1930 to date, 1 bundle on top of secretary's desk, near east wall, in general office on 1st. floor.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Kovaka-Sindall

(Worker's full name)

5-6-38

(Date)

#36

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Harbors - City of Baltimore
(Office of custody) (Office which made the record, if different)

Address of office of custody Recreation Pier, Thames St.
(Name of building, room number, street address)

1. Title "Bill File"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates Jan 1938 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 steel file drawers.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As titled.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Contains contract estimates (form # 71 C + A. attached), inspectors copy of purchase order (form attached), their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by invoice from vendor (no form available), memoranda of requisition (form M D B 2351 attached), bills and statements for material and work done (no forms available), notice of price change, from Central Purchasing Bureau (no form available), memoranda of contract (no form available), work sheets
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued *of costs; stationery, requisitions (form #51 C+A attached to serial #25), City of Baltimore transfer vouchers (form attached), employees' expense accounts (form C+A 7.031 attached), cash deposit slips (form 49a C+A attached), telephone toll charges (line 2)*

7. Arrangement *Alph. alph. by name of vendor or name of department.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Typed on printed forms; handwritten on printed forms; Typed on plain paper; handwritten on printed heads; Handwritten on ruled paper.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *Steel file drawers 11" x 14 1/2" x 26" Approx. 2000 papers.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *1935 to date, 2 steel file drawers on south wall, in general office, on 1st floor.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Records are in good condition.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
For prior records, see form #18 Purchase + Service Orders.
(Whether record is known to have been kept earlier than dates shown in Item 2)
could from line 6

(no form available), preliminary authority, on contracts (no form), also correspondence regarding above items.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

BUREAU OF HARBORS

The following supplies are required by

36

17

Deliver to:

Class.

Req. No. Ordered Date Charge

CITY OF BALTIMORE

36

BUREAU _____

CASH DEPOSIT SLIP

Nº 6202

DATE _____

NAME _____

ADDRESS _____

FOR _____

CHECK NO. _____

CREDIT

SYMBOL

COST ACCOUNT

AMOUNT

VOID UNLESS PERFORATED

ISSUED BY _____

2 RECEIPT

**CITY OF BALTIMORE
DEPARTMENT OF PUBLIC WORKS**

36

BUREAU OF _____

CONTRACTOR'S ESTIMATE

DATE _____

ESTIMATE NO. _____

C. W. O. NO. _____

CONTRACT NO. _____

ACCOUNT NO. _____

The Mayor and City Council of Baltimore, Md.

To _____ Dr. _____

On Contract Dated _____ for _____

| DATE | DESCRIPTION | AMOUNT |
|------|-------------|--------|
| | | |

| CHARGE ACCOUNT | | COST ACCOUNT | | | APPROVED | |
|----------------|--|--------------|--|--|----------|-----------------------------|
| | | | | | | _____ |
| | | | | | | _____ <i>Engineer</i> |
| | | | | | | _____ <i>Bureau Head</i> |
| | | | | | | _____ <i>Chief Engineer</i> |

CITY OF BALTIMORE EMPLOYEES' EXPENSE ACCOUNT

DEPARTMENT _____

THE MAYOR AND CITY COUNCIL OF BALTIMORE

DATE _____

To _____ Dr.

36

Title _____

Address _____

For the following detailed expenditures incurred for the benefit and in the interest of the Mayor and City Council of Baltimore during the month of _____ 19__

| Date | Street Car Fare | Telephone Calls | Meals Account Overtime Work | Equipment and Supplies | Railroad or Steamboat Fare | Meals and Lodging while Traveling | Miscellaneous | REMARKS | Total |
|-------|-----------------|-----------------|-----------------------------|------------------------|----------------------------|-----------------------------------|---------------|---------|-------|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
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| 28 | | | | | | | | | |
| 29 | | | | | | | | | |
| 30 | | | | | | | | | |
| 31 | | | | | | | | | |
| Total | | | | | | | | | |

NOTE—This statement should be accompanied by receipts covering expenditures whenever same are obtainable

| CHARGE ACCOUNT | | COST ACCOUNT | | | SIGNED _____ APPROVED _____ APPROVED _____ | |
|----------------|--|--------------|--|--|--|-----------------|
| | | | | | | Division Head |
| | | | | | | Department Head |

Kovakos & Sindall
(Worker's full name)

5-6-38
(Date)

#37
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORREC I

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Harbors - City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Bldg - Thames St
(Name of building, room number, street address)

1. Title "PERMITS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1915---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 18 VOLUMES AND 1 FILE BOARD
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled & as shown on attached sheet
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Permits showing permit number, date of application, name of applicant, conditions of permit, date & approval of Supt of Dock Repairs & Harbor Engineer. Also number of days in which work must be completed. On reverse side are listed conditions of permit, date issued, date work began, date work completed, amount of inspection charges, date billed, amount minor penalty charges, date copy sent to Bureau of Building, & date inspt assigned.
(Purpose and general nature of record. Principal items of information shown. Summary of terms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *7 Vol - Chron by date of issue*
11 Vol - Num by serial number - File board num by serial no
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *not indexed*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Typed on printed form, copy attached*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *of volumes 11 1/2" x 9" x 1"* *500 pgs. to 150 pgs.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
File board 14 1/2" x 9" x 3/4"

11. Location by dates and quantities
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
18 Vol. 1915 to 1936 - On wood shelf, east wall, Gen Office.
1 File board 1937 - on desk of Secretary, Gen Office.

12. Other information *Records in good condition.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

"PERMITS"

18 VOLUMES
1915-1936

| | | | |
|--------|-----------|-------------|-----------|
| 1 Vol. | 1915 | | |
| 1 " | 1916 | | |
| 1 " | 1917 | | |
| 1 " | 1918 | | |
| 1 " | 1919 | | |
| 1 " | 1920 | | |
| 1 " | 1921 | | |
| 1 " | 1922-1924 | PERMIT NOS. | 597-748 |
| 1 " | 1925-1926 | " " | 750-795 |
| 1 " | 1926 | " " | 903-957 |
| 1 " | 1927 | " " | 958-1009 |
| 1 " | 1928 | " " | 1010-1065 |
| 1 " | 1929 | " " | 1066-1139 |
| 1 " | 1930-1931 | " " | 1140-1206 |
| 1 " | 1932 | " " | 1207-1249 |
| 1 " | 1933 | " " | 1250-1294 |
| 1- | 1934 | " " | 1295-1336 |
| 1- | 1935-1936 | " " | 1337-1417 |

1 FILE BOARD 1937--- 1418---

CITY OF BALTIMORE

Department of Public Works

BUREAU OF HARBORS
Broadway Pier

Serial N^o 1476

PERMIT

(date of application)

Baltimore, Md., 19.....

Permission is hereby granted by the Mayor and City Council of Baltimore, under the terms and conditions set forth on the face and on the back hereof, to.....

to

HARBOR ENGINEER RETAINS THIS COPY

Subject to Inspection Charges.

Subject to Minor Privilege Charges.

It is hereby understood and agreed that the written application bearing the same serial number as above, and signed by or on behalf of the applicants, shall be taken and considered as a part hereof.

Approved:

Approved:

.....
Supt. Dock Repairs

.....
Harbor Engineer

(date)

(date)

All work under this permit must be completed within.....days from date of issuance of permit.

TERMS AND CONDITIONS UNDER WHICH PERMIT IS GRANTED

It is a condition of this permit that the same is granted with the distinct understanding and agreement that the work shall be done and completed within the time herein specified, and that the Harbor Engineer be notified of the time when the same is to be done (so as to enable him to have an Inspector present during the progress of the work), and also be notified of the completion thereof.

Two sets of plans showing location of site of proposed work and illustrating the character or type of structures to be erected thereon must be submitted with the application.

It is further understood and agreed that the applicants shall prosecute the work hereunder diligently and without undue obstruction of piers, wharves or bulkheads.

It is further understood and agreed that this permit is granted upon the express conditions that the applicants shall defend, indemnify, and save harmless the Mayor and City Council of Baltimore against any suit, or suits, loss, claim, damage, or expense to which said Mayor and City Council of Baltimore may be subjected in any wise by reason of any default or negligence, want of skill or care on the part of said applicant, or applicants, his, its or their, agents or employees, in or about the performance and execution of said work, and further, shall save harmless the Mayor and City Council of Baltimore against any and all losses, damages, claims or expenses, caused by this permit, the work done thereunder, or non-compliance with any or all of the terms and conditions hereof, and the applicants agree, in addition, if requested, to execute a good and sufficient bond to protect the Mayor and City Council from any loss, damage, or expense, for which the Mayor and City Council might be responsible, as above set forth.

It is further agreed and understood that the said structure as constructed under this permit shall be kept in good repair and order by the person, persons, or corporation, constructing the same; and in all cases the work to be done under this permit shall be done in strict conformity with all Ordinances which have been, or may be, passed and approved by the Mayor and City Council of Baltimore, and this permit, it is further understood, is granted subject to all such Ordinances, and it being hereby agreed to by the applicant, or applicants, that the Bureau of Harbors shall have the power, at any time, to revoke any and all permits and privileges which may be granted hereunder.

In order to prevent dangerous obstructions to the navigation of small boats, this permit is granted subject to the following conditions, a violation of which will cause immediate revocation:

First, all pile heads or pieces of timber over 4 square inches in cross section which upon being cut will fall into the water shall be securely fastened with wire or rope before being cut.

Second, that no such pile heads or pieces of timber over 4 square inches in cross section shall be allowed to remain in the water after the end of the working day upon which such pile head or piece of timber is cut.

Permit Issued
Work Begun Work Completed
Inspection Charges \$.....Billed
Minor Privilege Charges.....
Copy Permit Sent Bureau of Buildings.....
Assigned to Inspector.....

Kovata-Sindall

(Worker's full name)

5-6-38

(Date)

#38

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Records, City of Baltimore
(Office of custody) (Office which made the record, if different)
Address of office of custody Recreation Pier, Thames St.
(Name of building, room number, street address)

- Title "W.P.A."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 1 Steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling As titled
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records none missing
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Consists of records of W.P.A. work projects of Bureau of Records; contain work relief projects bulletins, vendors' delivery tickets, stat form contracts, sponsors proposals, requisitions for workers, weekly reports of materials received, transferred, used and on hand, labor analysis of project proposal, daily time reports, project change numbers, work progress reports,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued test records, contractors estimates,
weekly (KRA form 1935) payroll, construction
work orders, W.P.A. correspondence; also P.W.A.
project records of constructing ash scows, pontoons,
Recreation Pier, Curtis Creek bridge, Air pats, (line 12)

7. Arrangement Alph. numerically by project numbers,
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed forms; typed on printed
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)
heads.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Steel file drawer 11 X 14" X 26 Approx. 3000 papers,
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1935 to date, 1 steel file drawer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on south wall in general office, on 1st
floor.

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

Could form line 6

Bremer Highway, etc, contain state Industrial
accident Commission reports, contractors estimates,
periodical estimates for partial payments, records of
advertisements and awards, correspondence.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

RECORD OF ADVERTISEMENTS AND AWARDS

Docket Number..... 13

Date.....

Project Number.....

City.....

State.....

Project.....

First Advertisement Date..... Second Advertisement Date.....

Bids Opened Date.....

Contract No. for Awarded Date.....

Contractor..... Amount.....

Address.....

Contract No. for Awarded Date.....

Contractor..... Amount.....

Address.....

Contract No. for Awarded Date.....

Contractor..... Amount.....

Address.....

Contract No. for Awarded Date.....

Contractor..... Amount.....

Address.....

Contract No. for Awarded Date.....

Contractor..... Amount.....

Address.....

Contract No. for Awarded Date.....

Contractor..... Amount.....

Address.....

Contract No. for Awarded Date.....

Contractor..... Amount.....

Address.....

Contract No. for Awarded Date.....

Contractor..... Amount.....

Address.....

Signature.....

Title.....

STATE INDUSTRIAL ACCIDENT COMMISSION

PRINCIPAL OFFICE

741 EQUITABLE BUILDING, BALTIMORE, MD.

EMPLOYER'S FIRST REPORT OF INJURY TO COMMISSION

Claim No.

Claim of

INSTRUCTIONS.—The employer must fill out this report and file with the Commission at its Baltimore Office at once after every accident. THIS REPORT MUST BE TRANSMITTED TO THE COMMISSION DIRECTLY BY THE EMPLOYER AND NOT THROUGH THE EMPLOYER'S INSURER. In filling out this form use pen or typewriter.

Employer's name..... Corsep

Address.....
(Street and number, city or village and county.)

Business, goods produced, work done or kind of trade or transportation.....

Employer,
Place and Location of plant or place of work where accident occurred.....
(Street and number.)

Time In what city or village?..... County?.....

Date of accident....., 19...; hour of day.....

Did accident happen on premises?..... If away from plant, state where

Was employee injured in course of employment?.....

Principal Name and address of Principal Contractor (if any).....

or Name and address of Sub-Contractor (if any).....

Sub-Contractor

On whose payroll was injured employee carried?.....

Give full name of injured employee

Address..... Sex..... Age.....
(Street and number, city or village and county.)

The Nationality?..... Speak English?..... If not, what language?.....

Injured Occupation when injured?..... Married or single?.....

Employee Was injured employee doing his regular work?..... If not, what work?.....

How long was injured person in your employment?.....

Piece or time worker?..... Wages or average earnings per week?..... Per day?.....

Describe in full how accident occurred.....

The State nature and extent of injury.....
(If amputation was necessary, state what part amputated.)

Injury

Cause of Name of machine, tool, appliance, etc., in connection with which accident occurred

Injury Hand feed or mechanical?.....

Part on which accident occurred?.....

What guard, safety appliance or regulation in connection with this machine is it possible to provide that might have prevented this accident?.....

Was medical attendance provided by you?.....

How soon after accident?

Name and address of physician?

Medical To what hospital was employee sent?.....

Attendance Address of hospital?.....

When did disability begin?.....

Are you still providing medical attendance?.....

What will be the probable length of disability?.....
(Give your best estimate.)

Insurance Is insurance carried in the State Accident Fund?..... If not, in what company or association?.....

Notice of Were you notified by the injured employee of his injury?..... If so, when?.....

Injury

Signed this..... day of....., 19... Signed by.....
at..... Official title.....

Section 38. RECORD AND REPORT OF INJURIES BY EMPLOYERS: Whenever an accident occurs to any employee it shall be the duty of the employer to at once report such accident and the injury resulting therefrom to the Commission, and also to any local representative of the Commission. Such report shall state (a) the time, cause and nature of the accident and injuries and the probable duration of the injury resulting therefrom; (b) whether the accident arose out of or in the course of the injured person's employment; (c) any other matters the rules and regulations of the Commission may prescribe.

FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

PERIODICAL ESTIMATE FOR PARTIAL PAYMENT NO. _____, DOCKET NO. _____

For the period _____ to _____, inclusive. Type of project _____

Location _____ State _____

Borrower's name and address _____ Symbol No. _____

Contractor's name and address _____ Estimated cost, \$ _____

Contract price, \$ _____

| Item No. | Units or lump sum | ESTIMATED NUMBER OF UNITS (Quantity) | | | | Estimated physical percent completed | |
|----------------------------------|-------------------|--------------------------------------|---------------|---------|-------------|--------------------------------------|--------------------|
| | | Detailed estimate | This estimate | To date | Uncompleted | Period Percent | To date Percent |
| | | | WPA 15 | | | | |
| Total physical percent complete, | | | | | | | |

| Item No. | Unit price | AMOUNT | | | | Estimated monetary percent completed | |
|-------------------------------|------------|-------------------|---------------|---------|----------------|--------------------------------------|--------------------|
| | | Detailed estimate | This estimate | To date | Unused balance | Period Percent | To date Percent |
| | \$ | \$ | \$ | \$ | \$ | | |
| Totals, | | | | | | | |
| Total—Change orders, | | | | | | | |
| Materials stored, if allowed, | | | | | | | |
| Grand total, | | | | | | | |

Komka & Lindall
(Worker's full name)

5-6-38
(Date)

#39
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County *Baltimore City* State *Maryland*
Name of agency or office *Bureau of Harbor - City of Baltimore*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Recreation Bldg - Thames St.*
(Name of building, room number, street address)

1. Title *"DAILY DREDGING REPORT"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1935---*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *3 Bundles, 1 file board*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *as titled - work years 1-1935, 1-1936, 1-1937.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none. Record destroyed after 2 years.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Dredging report shows; names of inspectors, names of contractor, name of dredger, date, number of scows, ship & their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)*
packet, time work started & finished, number of packets loaded, where dredged, capacity, deductions, net yardage, remarks such as delays & reasons therefor, signature of Supervisor of Dredging & total yardage per day. A daily tally on scows assigned to dredging

6. Contents—continued _____

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed form. copy attached
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Bundle 16" x 10" x 4" approx 365 sheets each.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
of File Brand 9" x 10" x 1/4 " 125 "

11. Location by dates and quantities 3 Bundles 1935-1937. in steel file drawer.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
1 File Brand on desk of Sect. Gen. Office 1938---

12. Other information Records in good condition
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

HARBOR BOARD

DAILY DREDGING REPORT

INSPECTOR _____ CONTRACTOR _____ DREDGE _____ DATE _____

| | TIME | | | | | WHERE DREDGED | FULL CAPACITY | DEDUCTION PER POCKET IN INCHES | DEDUCTION PER POCKET IN CU. YD. | TOTAL DEDUCTION IN CU. YDS. | YARDAGE IN SCOW WHEN LEAVING | DEDUCTION AT DUMP | FINAL YARDAGE | REMARKS: STATE FULLY TIME, CAUSE, ETC., OF ALL DELAYS. |
|--------------|--------------------|-----------------|------------------|-----------------------|--|---------------|---------------|--------------------------------|---------------------------------|-----------------------------|------------------------------|-------------------|---------------|--|
| | BROUGHT ALONG SIDE | STARTED LOADING | FINISHED LOADING | No. of POCKETS LOADED | | | | | | | | | | |
| SCOW No. | | | | | | | | | | | | | | |
| SLIP No. | | | | | | | | | | | | | | |
| Pocket No. 1 | | | | | | | | | | | | | | |
| “ “ 2 | | | | | | | | | | | | | | |
| “ “ 3 | | | | | | | | | | | | | | |
| “ “ 4 | | | | | | | | | | | | | | |
| “ “ 5 | | | | | | | | | | | | | | |
| “ “ 6 | | | | | | | | | | | | | | |
| SCOW No. | | | | | | | | | | | | | | |
| SLIP No. | | | | | | | | | | | | | | |
| Pocket No. 1 | | | | | | | | | | | | | | |
| “ “ 2 | | | | | | | | | | | | | | |
| “ “ 3 | | | | | | | | | | | | | | |
| “ “ 4 | | | | | | | | | | | | | | |
| “ “ 5 | | | | | | | | | | | | | | |
| “ “ 6 | | | | | | | | | | | | | | |
| SCOW No. | | | | | | | | | | | | | | |
| SLIP No. | | | | | | | | | | | | | | |
| Pocket No. 1 | | | | | | | | | | | | | | |
| “ “ 2 | | | | | | | | | | | | | | |
| “ “ 3 | | | | | | | | | | | | | | |
| “ “ 4 | | | | | | | | | | | | | | |
| “ “ 5 | | | | | | | | | | | | | | |
| “ “ 6 | | | | | | | | | | | | | | |
| SCOW No. | | | | | | | | | | | | | | |
| SLIP No. | | | | | | | | | | | | | | |
| Pocket No. 1 | | | | | | | | | | | | | | |
| “ “ 2 | | | | | | | | | | | | | | |
| “ “ 3 | | | | | | | | | | | | | | |
| “ “ 4 | | | | | | | | | | | | | | |
| “ “ 5 | | | | | | | | | | | | | | |
| “ “ 6 | | | | | | | | | | | | | | |
| SCOW No. | | | | | | | | | | | | | | |
| SLIP No. | | | | | | | | | | | | | | |
| Pocket No. 1 | | | | | | | | | | | | | | |
| “ “ 2 | | | | | | | | | | | | | | |
| “ “ 3 | | | | | | | | | | | | | | |
| “ “ 4 | | | | | | | | | | | | | | |
| “ “ 5 | | | | | | | | | | | | | | |
| “ “ 6 | | | | | | | | | | | | | | |

CHECKED AND APPROVED _____ SUPERVISOR OF DREDGING. TOTAL YARDAGE _____